

To
The Controller of Examinations
Tripura University
Agartala

Date: _____

Through the Principal - Ambedkar College, Fatikroy

Subject: Request for Correction of Roll Number in Marksheet /Admit Card

Sir,

I am a student of Ambedkar College, Fatikroy, currently enrolled in _____ (Course Name), _____ Semester, bearing University Roll Number _____ and Registration Number _____, Enrollment Number _____.

I would like to bring to your kind notice that there is an error in my roll number as mentioned in my admit card/marksheet. My roll number has been incorrectly recorded as _____ (Incorrect Roll Number) instead of the correct roll number _____ (Correct Roll Number).

I kindly request you to verify the records and make the necessary correction at the earliest. I also request you to issue corrected documents with the accurate roll number.

I am enclosing copies of my admit card, marksheet, and college ID for your reference and verification.

I shall be highly obliged for your kind support and prompt action in this regard.

Thanking you.

Yours sincerely,

Name: _____
Course & Semester: _____
Roll Number: _____
Enrollment Number: _____
Contact Number: _____

(FOR OFFICE USE)

Ambedkar College

A Govt. Degree College Affiliated to Tripura University

Forwarded to the Controller of Examinations, Tripura University, Agartala, for necessary action.

The particulars of the student (Name: _____, Course: _____, Semester: _____, Roll No.: _____, Enrollment No.: _____) have been verified and found correct as per college records.

It is hereby certified that the roll number of the student has been incorrectly mentioned in the mark sheet / admit.

The matter may kindly be considered and necessary action may be taken for correction of the roll number at the earliest.

Date :

Place :

Signature of Principal

(Seal of the College)

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