

REQUEST LETTER FORMAT

(TYPE IT ON A4 SHEET)

To

The Controller of Publication
Department of Publication, Civil Lines,
Behind Old Vidhan Sabha
Behind Vidhan Sabha Metro Station, Delhi – 110054

SUBJECT : REQUEST FOR CHANGE OF NAME MAJOR/MINOR/PUBLIC NOTICE/CHANGE OF RELIGION ETC.

Sir,

I wish to change name/father's name/mother's name/my religion/minor son's/daughter's from (Old name/wrong name _____) to (New name/real name _____).

Kindly notify the same in Gazette of India (Weekly – Part IV)
I have completed all the requisite formalities in this respect.

Thanking you.

Yours faithfully,

Signature of Applicant _____

Name of Applicant _____

Full correspondence address of Applicant with Pin Code

Mobile No. of applicant _____

Email ID of applicant _____