

Write an Application to your principal for change of section

To,

The Principal,

Delhi Public International School (Your School Name),

New Delhi.

Respected Sir, (If principal is Woman than write Ma'am)

I wish to state that I am a student of X-C class of your school. My cousin, Ashok (mention name) is a student of X-A class. We live in the same house. Please allow me to join his section.

If we are in the same section, we shall get the same home work. It will help both of us in our studies.

I hope you will understand our problem and allow me to join section X-A.

I shall be highly thankful to you for this kind act.

Date : _____.

Yours faithfully

-Name-

Write an Application to your principal for change of section #2 for Junior

To,

The Principal,

Delhi Public International School (Your School Name),

New Delhi.

Respected Sir, (If principal is Woman than write Ma'am)

Dear Sir,

I am a student of class VIth-C. My cousin is also in Class VIth. But his section is 'A'. He is living very near to my house.

I would request you to kindly change my section to VIth 'A'. It will help both of us in our studies.

I hope you will consider my application.

Thank You.

Name and Date

Write an Application to your principal for change of section #3

The Principal

Delhi Public International School,

New Delhi

Respected Sir:

Respectfully I wish to state that I want to change my section. The main reason behind my decision is that there are some exceedingly non-serious students in my current section who don't let me study properly. They disrupt and distract other students most of the time. Even the teachers are fed up with them.

After discussing the matter with my parents, I have decided to change my section. Kindly allow me to change my section to section X-A. I shall be exceedingly grateful to you.

Thanking you,

Yours faithfully,

Ashok Sharma