

Application for Correction in Educational Records

Date: [Insert Date]

To,

The Registrar,
[Name of Institution/University]
[Address of Institution/University]

Subject: Application for Correction in Educational Records

Respected Sir/Madam,

I hope this letter finds you well. I am [Your Name], a student of [Your Course/Program] with roll number [Your Roll Number]. I am writing to formally request a correction in my educational records.

Upon reviewing my records, I have noticed that [describe the specific error, e.g., "my name is misspelled as 'Jonh Doe' instead of 'John Doe'."]. I kindly request that this error be corrected at your earliest convenience. The correct information is as follows:

[Correct Information]

I have attached the necessary documents to support my claim, including [list any documents, e.g., "birth certificate, previous academic records"].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Address]