

To :
The Controller of Examinations,
TKR College of Engineering and Technology
Medbowli, Meerpet,
Hyderabad – 500097.

Date : / / .

From :

_____ (Name)

_____ (Address)

Subject: Application for correction in the name

Respected Sir,

Most respectfully, I would like to inform you that I am student of B. Tech / M. Tech / MBA,
Branch / Specialization _____ from TKRCET (Autonomous) bearing
roll number _____.

I would like to inform you that Marks Memo / CGM / PC. The details are issued from your
office is having an error.

Therefore, I request you to kindly look into the matter and correct the name as per my SSC
Memo at the earliest. I am attaching a copy of my SSC Memo for your kind attention.

Tick Whichever is Applicable		
<input type="checkbox"/>	Student Name (Printed) :	Correct Name (As per SSC) :
<input type="checkbox"/>	Father Name (Printed) :	Correct Name (As per SSC) :
<input type="checkbox"/>	Mother Name (Printed) :	Correct Name (As per SSC) :
<input type="checkbox"/>	Any Other (Mention Details) :	

Each Memo @ 100

Total Amount : _____ No. of Memos X 100 : _____

D.D Drawn is favour of "TKRCET AUTONOMOUS"

with D.D.No / Transection ID : _____ Date : _____

Bank : _____ Branch : _____

Yours obediently,

SIGNATURE OF THE CANDIDATE

Enclosures:- SSC Mark Memo
Any Others : (Please Mention)

FORWARDED

Date :

SIGNATURE OF ACE / CoE