

Request Letter to Change Student E-Mail ID

To  
The Director  
Computer Centre  
Andhra University  
Visakhapatnam.

Sub: Request for change Email address in student portal

Respected Madam,

My name is \_\_\_\_\_ and I am student of  
\_\_\_\_\_. I am hereby writing this letter to change my email  
id from \_\_\_\_\_ to \_\_\_\_\_  
This because right now I'm not using that email id. so please update my email  
id.

Thanking you .

Yours Sincerely,  
(Signature)

Name: \_\_\_\_\_  
Registration Number: \_\_\_\_\_  
Branch: \_\_\_\_\_  
Department: \_\_\_\_\_

Note: Submit This Letter to Computer Centre, Andhra university