



GITAM
UNIVERSITY

(Estd. u/s 3 of the UGC Act, 1956)

Centre for Distance Learning

(Approved by Joint Committee of UGC-AICTE-DEC)

Third Floor, Balaji Metro Plaza, Dondaparthy Main Road, Visakhapatnam-530 016.

Phone: 0891-2796499, 2797499, 7799668883 E-mail: cdl@gitam.edu

Requisition Letter

Date:

To
The Joint Director,
CDL - GITAM University,
Dondaparthy,
Visakhapatnam.

Respected Sir,

Sub: Request to change of Communication details / Mobile Number / Course / Group / Medium

I am student of CDL-GITAM with Identity no: _____
pursuing _____ programme. Please update below mentioned details in your records
for further communication.

Old Details: _____

New Details: _____

Thanking You,

Yours faithfully,

Signature:

Name: