



# GITAM (DEEMED TO BE UNIVERSITY)

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

## CENTRE FOR DISTANCE LEARNING

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

Recognised by the Distance Education Bureau (DEB), UGC, New Delhi

### Requisition Letter

Date:

To  
The Director,  
CDL - GITAM,  
Rushikonda,  
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: