

Request to correct or transfer name on academic certificate

Subject: Request for Name Correction/Transfer on Certificate

Dear [Principal/Registrar],

I request the correction/transfer of the name on my [Certificate/Degree Name] from [Old Name] to [Correct Name]. Attached are the necessary identification proofs and supporting documents.

I would appreciate it if this request is processed at the earliest.

Thank you,

[Your Name]

[Roll Number/Student ID]

Get more templates here: <https://www.lettersandtemplates.com/letters/name-transfer-letter-format>