

Sujay S Chakravarthy

Date: 5 August 2025

To

The Vice Chancellor

Dr. J. Suryaprasad

PES University

100 Feet Ring Road, Banashankari Stage III

Bengaluru, Karnataka – 560085

Subject: Request for Correction of Spelling in Academic Records

Respected Sir,

I am **Sujay S Chakravarthy**, currently pursuing my 4th year at **Bachelor of Technology in Computer Science and Engineering** at PES University. I am writing to formally request a correction in the spelling of my name as recorded in the university's academic records.

Currently, my name has been recorded as **"Sujay S Chakravarhy"**, with the letter **"t"** missing in the **last name**. The correct spelling of my name is **"Sujay S Chakravarthy"**, as per all my official documents.

To support this request, I have enclosed a copy of my **10th Standard Marks Card**, where the correct spelling is clearly mentioned. I kindly request you to initiate the necessary steps to update the spelling of my name in the university records and academic system.

I would be grateful for your approval and action on this matter at the earliest convenience.

Thank you for your time and understanding.

Sincerely,

Sujay S Chakravarthy

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