Write a letter to the principal requesting section change.

Arsh Saxena – Aug 25, 2021

The Principal

ABC Public School

Cantt Area

Indore

25 August 2021

Subject: Request for section change.

Respected Sir/Madam

Respectfully, I wish to state that I want to change my section. The reason behind my decision is that some very non-serious students in my current section don’t let me study properly. They disrupt and distract students most of the time. Even the teachers are fed up with them.

After discussing the matter with my parents, I have decided to change my section. Kindly allow me to change my section to XI D. I shall be very grateful to you.

Thank you!

Yours sincerely,

Atul Sharma

(XI E)