14-01-2023

Class Coordinator

SOCS

UPES

***Sub: Request Letter for Changing Batch***

Respected Sir,

I Kavya, a student of B Tech, Batch 35, want to request you to change my batch from 35 to 26. This change will help me in many ways. All my friends are in the other batch. I have many friends in batch 26. I am facing adjustment problems with my batchmates and find it difficult to concentrate in class.

If I am transferred to batch 26, we can do our home-task together. That way I will be in a position to do much better in my studies. I am sure; you will be kind enough to grant my request.

Thanking you in anticipation,

Yours sincerely,

Kavya

Batch : 35

SAP Id : 500108583