

**The Joint Registrar (Examinations)**

University of Delhi South Campus,  
New Delhi – 110065

SUBJECT: REGARDING CHANGE OF SUBJECT/CANCELLATION/ABSENT  
IN PAPER NO. \_\_\_\_\_.

Dear Sir,

With most respectfully I beg to say that I am a student of \_\_\_\_\_ at  
PGDAV (E) College, New Delhi. I appeared for University Annual/Supplementary Examination  
under Roll Number \_\_\_\_\_.

After declaration of result; my result is shown as \_\_\_\_\_ instead of  
\_\_\_\_\_

You are therefore requested to look into my result and revised result may please be declared  
as soon as possible.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

University Exam Roll No. \_\_\_\_\_

**RECOMMENDATION**

Forwarded and recommended to  
The Joint Registrar (Examinations)  
University of Delhi, S D C, New Delhi  
For favorable Consideration

**Principal**