

TO

The principal
ODM public school
Infocity, Sishu vihar, patia
Bhubaneswar, ODISHA

Subj - change from Day Boarding to Day scholar,
(through the class teacher)

Sir,

I would like to bring to your kind notice that, Mrs. Shreeradha Baiarsingh is a student of your esteemed institution, she studies in class - VII, sec - Day Boarding. Because of tight schedule and timing of Day Boarding after returning from school it is found that she gets both mentally and physically exhausted. So I would like to shift her from Day Boarding to Day scholar from next session.

I would request your kind honour to do that needful and oblige. Thanking you

Date - 01/02/2024
ODM public school

Yours faithfully
x Kanyani Baiarsingh
Mother of Shreeradha-
Baiarsingh
class - VII
sec - Day Boarding