

To,
The Principal,
ODM Public School,
Bhubaneswar, Odisha

Date: 12-08-2024

Subject: Request for Shifting from Day Boarding to Day Scholar Due to Health Concerns

Dear Sir/Madam,

I am writing to request that my daughter, Shivanshi Kanungo, currently in Class I, Section DB, with Admission No. 12230, be transferred from the Day Boarding to the Day Scholar program. Due to ongoing health issues, and as advised by her doctor, we believe that attending school as a day scholar would be better for her well-being and recovery.

We believe this adjustment will help Shivanshi manage her health more effectively. The details of the student are as follows:

- **Name of the Student:** Shivanshi Kanungo
- **Father's Name:** Rohit Kanungo
- **Class:** I
- **Section:** DB
- **Admission No.:** 12230

I kindly request your approval of this transfer.

Thank you.

Sincerely,
Rohit Kanungo
91-8249990831 / 9337169476