



# MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

## Request for update of Student and Parent Phone Numbers

Date:

To  
The Director  
MLRITM  
Hyderabad

Subject: Request for update of Student and Parent Phone Numbers – Reg.

Respected Sir,

I, ..... Roll No: ..... pursuing B.Tech / M.Tech / MBA .... Year .... Semester ..... Branch, request you to kindly update my phone number and parent phone number in the institute records (Anvaya Login).

Due to change of mobile numbers, the previously submitted details need to be updated. The details are given below:

- Student Old Number: .....
- Student New Number: .....
- Parent Old Number: .....
- Parent New Number: .....

Thank you.

Yours Faithfully

### UNDERTAKING BY PARENT / GUARDIAN

I, ..... Parent of / Guardian of ..... hereby confirm and consent to the update of my ward's phone number as well as my phone number in the institute records due to change of mobile numbers. I request the institute to kindly update the same.

Signature of Parent / Guardian

Name : .....

Phone No: .....

Address: .....

Recommendations by HOD: Accepted / Rejected

HOD

DIRECTOR