

INSTITUTE LETTER HEAD

Date : <<xxx>>

CHANGE IN INSTITUTE NAME

To,

Prof. Andrew Thangaraj,
NPTEL Coordinator,
2nd floor, Central Library
IIT Madras,
Chennai-600036

Subject: **Change in institute name for existing Local Chapter partnering with SWAYAMNPTEL**

We would like to inform you that we have changed our college name from << Previous INSTITUTE name>> to <<New INSTITUTE name>> as per <<mention the document>> .

The change in college name is with effect from <<DATE >>

I request you to replace the old institute name with our new name in all your NPTEL records. Also request you to accept the previously submitted Request Letter in the old institute letter-head as an authentic and genuine document of our college. Please note that our address of correspondence remains the same.

Thank you.

COLLEGE SEAL

Warm regards

(Principal – Sign)