

[Your Name]
[Your Student ID]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Department Name]

KTM University

[University Address]
[City, State, Zip Code]

Dear [Recipient Name/Department],

Subject: Request for Update of Personal Information

I hope this letter finds you well. I am writing to formally request an update to my personal information in the university records.

The details that require updating are as follows:

1. ****Current Information:****

- [Description of current information]

2. ****New Information:****

- [Description of new information]

I have attached the necessary documents to support this change. Please let me know if you require any further information or additional documentation.

Thank you for your attention to this matter. I appreciate your assistance in updating my records.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID]