

Primus Private School

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DATE:.....

From,

Name of Parent:.....

Student Name :.....

Class & Division :.....

Mobile Numbers:

To

Transport Supervisor,
Primus Private School,
Al-Warqa'a, Dubai.

Sir,

Iparent of
would like to discontinue/change location

from.....(existing location) to

..... (new location)

with effect from(date), due to the following reason

.....
.....

Yours Sincerely,

Signature of parent.

FOR OFFICE USE ONLY

Bus No. changed from to From(date)

Pick-up time (aprox):..... Drop-of time (approx):.....

Transport supervisor:.....