

To
The Principal,
[Your College Name],
[College Address],
[City, State]

Subject: Request for Editing 3rd Semester Exam Enrolment Form

Respected Sir/Madam,

I am writing to inform you about an issue regarding my 3rd semester exam enrolment form. I recently filled out the form, but due to a lack of understanding of the process, I mistakenly did not select the arrear paper(s) I need to appear for. Unfortunately, I submitted the form without including the arrear paper(s).

I sincerely apologize for the inconvenience caused and would be grateful for your guidance and support in resolving this matter.

I kindly request your assistance in editing my enrolment form to include the arrear paper(s). Below are my details for your reference:

- **Name:** [Your Full Name]
- **University Registration Number:** [Your Registration Number]
- **Course:** [Your Course Name, e.g., BA/BSc/BCom, etc.]
- **Semester:** 3rd Semester
- **Arrear Paper Names:** [List the names of arrear papers]

Thanking Your

Yours sincerely,
[Your Full Name]