

**REQUEST LETTER TO TNTEU FOR CERTIFICATE CORRECTION/
NAME CORRECTION/PHOTO CORRECTION**

To

The Controller of Examinations
Tamil Nadu Teachers Education University (TNTEU)
Chennai – 600 097.

Subject: Forwarding of Application for Correction of Name / Photograph in
B.Ed./M.Ed. Certificate – Reg.

Respected Sir/Madam,

We hereby forward the application of Mr./Ms.

_____, B.Ed./M.Ed student of our college, bearing
Register No. _____, for necessary correction in the University
certificate/records.

The student has reported an error in the name / spelling of name / photograph
appearing in the certificate. The correct particulars, as verified with the college.
records and supporting documents, are given below:

Particulars Existing Details Correct Details

Name of the Student _____

Register Number _____

Course B.Ed./M.Ed

Year of Study _____

Certificate _____

Photograph Incorrect / Unclear Correct Photograph Enclosed

We have verified the student's request and the supporting documents submitted
with the application. The required documents, along with the corrected photograph,
are enclosed for your kind verification and further necessary action.

We therefore request you to kindly consider the student's request and make the
necessary corrections in the University records/certificate in accordance with the rules
and regulations of the University.

We shall be grateful for your kind consideration and prompt action.

Thanking you,

**Yours faithfully,
PRINCIPAL**

Enclosures:

Student's request letter

Copy of the certificate requiring correction

Copy of Aadhaar Card / valid Government ID proof

Copy of relevant college records

Correct photograph, if applicable

Other supporting documents, if any.