

Sagnik Sarkar,
172/1/20 N.T. Road, Sasmal Para,
Near Sasmal Para Play Ground,
Baidyabati, Hooghly – 712222
+91 7449961042
05/02/2025

To

The Postmaster,
Baidyabati Post Office,
Baidyabati, Hooghly – 712222

Subject - Request for Address Change in Postal Records

Respected Sir/Madam,

I, Sagnik Sarkar, son of Mr. Nirmalendu Sarkar, writing to formally request an update of my address in the records of the Baidyabati Post Office. My previous address was:

Old Address:

60,433/2, G.T. Road, Baidyabati, Hooghly – 712222

I have recently shifted to a new residence, and I request you to update my new address as mentioned below in your records to ensure smooth delivery of my correspondence and postal services.

New Address:

172/1/20 N.T. Road, Sasmal Para,
Near Sasmal Para Play Ground,
Baidyabati, Hooghly – 712222

I would appreciate your prompt action on this matter. Kindly acknowledge the receipt of this request at your earliest convenience.

Thank you for your time and assistance.

Yours sincerely,
Sagnik Sarkar