

To

The Sr. Accounts Officer (SS & Lott.),  
Directorate of Small Savings & Lotteries  
Govt. of NCT of Delhi,  
5<sup>th</sup> Floor, N-Block, Vikas Bhawan, ITO,  
New Delhi-110002

Sub:- Regarding change of Address.

Ref :- Agency code No. \_\_\_\_\_ in the name of \_\_\_\_\_

Sir,

Please change my address in office records and certificate of authority.  
My previous address was as under :-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Now, I have shifted my residence (w.e.f. \_\_\_\_\_ ) to the following  
address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am enclosing herewith the following documents in support of my change of  
address:-

1. Photocopy of Power of Attorney of Property/Rent agreement
2. Voter I.D. No. \_\_\_\_\_
3. Aadhar Card No. \_\_\_\_\_
4. Original Certificate of Authority No. \_\_\_\_\_

Yours faithfully,

Dated :

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_