

Date

SS Corporate Securities Ltd

NDM-2, Block-D, 3rd Floor,
Netaji Subhash Place, Pitampura
Delhi-110034

Subject : Change in Surname

This is to inform you that I have DEMAT Account No _____ and Trading account No _____ with your company, in the name of _____. I want to change my surname i.e _____ to _____.

Before marriage my name was _____ and after marriage my name is _____. You are requested to change my surname in your records. Therefore, please find enclosed herewith copy of AADHAR Card and Copy of Pan Card for your kind perusal.

Hope you will do the needful.

Thanking you

Yours truly,

(CLIENT NAME)