

Date: __/__/2010
Place: Chennai

Boarding Point Change Requisition letter

From:

To:

The Station Master,
_____ Railway Station,
Chennai

Subject: Boarding point change from _____ to _____

Respected Sir,

I, _____ had booked a e-ticket from _____ to _____
_____ in Train No: _____ with Train Name: _____
_____ on Journey date: __/__/2010.

Due to some unavoidable personal work in _____, we could not board the train at _____ on __/__/2010. So we wish to change our boarding point to the next station _____ . Hence, I request you to change the boarding point from _____ to _____ for my ticket with PNR No: _____ for the train No: _____ on Journey date: _____

I have also attached a printout of the above referred e-ticket and a photocopy of my _____ (_____) along with this letter.

Thanking you,

Yours sincerely,