

# SPOC Change Request Letter

INSTITUTE -LETTER HEAD

Date : <<xxx>>

To,  
Prof. Andrew Thangaraj,  
NPTEL Coordinator,  
2nd floor, Central Library  
IIT Madras  
Chennai - 600036

Subject: Request for Change of SPOC

We kindly request you to accept our change of SPOC for our college  
<<College Name>>

Details of Current SPOC

Name:  
Mobile number:  
Email id:

We nominate <<xx>> as the Single Point of Contact (SPOC), whose details are as follows:

Name:  
Designation:  
Department:  
Email id: (please give gmail id)  
Mobile No:

We request that you kindly update your database accordingly.

Thank you.  
Warm regards

(Principal Sign)