Date: ……………………………….

Controller General  
Department of Immigration and Emigration  
"Suhurupaya"  
Battaramulla

**Subject: Request for Name Change in Passport**

Dear Sir/Madam,

I am writing to request an amendment to my Sri Lankan passport (Passport No: …………………..) issued under the name (Applicant’s name) . I would like to have the names on my passport changed in accordance with the details on my birth/ marriage certificate.

**Current Details on Passport:**

* **Surname**: ………………………….
* **Other Names**: ……………………………………..

**Requested Amendments:**

* **Surname**: ………………………………………….
* **Other Names**: …………………………………………….

I kindly request your approval for this amendment and have attached the following documents for your reference:

1. Completed Form O
2. Copy of Passport No: ……………….
3. Copy of my birth/marriage certificate

Your prompt attention to this request would be greatly appreciated.

Thank you.

Sincerely,

…………………………………  
[Your Address, Tel No, Email Address]