

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]