

Request for Original Certificate for Xerox / Photocopy of Certificates

To.

Date: ____ / ____ / ____

The Principal/Head of the Institution

Sub:- Request for Original Certificate for Xerox / Photocopy of Certificates - Reg.

Respected Sir/Madam,

I _____ S/o _____ I am undergoing
training in the _____ (Course/Trade) during the academic year _____
bearing Admission No. (DSC No) _____ in this institution of
_____. I therefore request you to kindly issue my Original
Certificates for Xerox / Photocopy of my personal purpose.

Thanking you Sir,

Yours faithfully,

Signature of the Student: _____

Name: _____

Roll No./Registration No.: _____

Date: ____ / ____ / ____