

To,
The Principal,
_____ School.
Anjar. 370 110.

Date : _____

Sub. : Application for Leaving Certificate.

Res. Sir,
My Son/daughter is/was a bonafide student of this school during the session
_____. His/ her Gr. No. is _____. I am in need of his/her Leaving Certificate for

_____.

Therefore, I request you to grant me take the above certificate and oblige.

Thanking you

Faithfully yours

Anjar : _____
Alt. : _____