

Application For College Leaving Certificate After Graduation CLC

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Principal's Name]

[College Name]

[College Address]

[City, State, ZIP Code]

Subject: Application for College Leaving Certificate

Dear [Principal's Name],

I hope this letter finds you in good health and high spirits. I am writing to request the issuance of my College Leaving Certificate (CLC) from [College Name]. I have successfully completed my graduation from the college and am eager to take the next step in my educational journey.

Here are the necessary details for your reference:

- Full Name: [Your Full Name]
- College Roll Number: [Your Roll Number]
- Course of Study: [Your Course of Study]
- Graduation Year: [Year of Graduation]

I am grateful for the knowledge and experiences I have gained during my time at [College Name].

The college has provided me with a nurturing environment that has helped shape my academic and personal growth. Now, I am excited to pursue higher studies [or mention the reason for requesting the CLC if it's for other purposes, like employment].

I kindly request you to process my application at your earliest convenience. If there are any

formalities or documentation required, please let me know, and I will promptly provide the necessary information.

I have enclosed any required documents, including a copy of my graduation certificate and any other supporting documents that might be necessary. Please inform me if any other paperwork is required from my end.

Thank you for your attention to this matter. I sincerely appreciate your support and guidance throughout my academic journey at [College Name].

Looking forward to a positive response, and I remain,

Sincerely,

[Your Full Name]