

Formal letter requesting CLC after graduation

Subject: Request for College Leaving Certificate (CLC)

Dear [Principal/Head of College],

I am writing to formally request my College Leaving Certificate following the successful completion of my [Degree Name] on [Graduation Date]. I have completed all academic requirements and settled all dues.

Kindly process my application and provide the certificate at your earliest convenience. I would appreciate it if you could inform me about any additional documents or formalities required.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Roll Number/Student ID]

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