

Professional letter following up on pending CLC request

Subject: Follow-Up on College Leaving Certificate Request

Dear [College Office/Principal],

I submitted my application for the College Leaving Certificate on [Submission Date] and wanted to kindly follow up regarding its status. Completing this process is essential for my further studies and documentation.

Please let me know if any additional information or documents are needed from my side. I appreciate your prompt response.

Sincerely,

[Your Name]

[Roll Number/Student ID]

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