

Heartfelt and polite request for CLC

Subject: Request for College Leaving Certificate

Dear [Principal/Head of College],

I hope you are well. Having completed my graduation from [Degree Program], I am writing to request my College Leaving Certificate. This document is very important for my future academic and professional plans.

I sincerely thank you for all your guidance and support during my time at [College Name]. I would be grateful if the certificate could be issued at your earliest convenience.

Warm regards,

[Your Name]

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