

Formal and urgent request for CLC after graduation

Subject: Urgent Request for College Leaving Certificate

Dear [College Office],

I am [Your Name], a recent graduate of [Degree Program]. I require my College Leaving Certificate urgently to complete [reason, e.g., admission to another institution or job requirement].

I request you to kindly prioritize my application and inform me of any formalities or fees involved.

Your prompt assistance will be highly appreciated.

Thank you in advance.

Sincerely,

[Your Name]

[Roll Number/Student ID]

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