

Request for provisional CLC when some formalities are pending

Subject: Request for Provisional College Leaving Certificate

Dear [Principal/College Office],

I have successfully completed my graduation from [Degree Program] and am in the process of settling minor pending formalities. I request the issuance of a provisional College Leaving Certificate to facilitate my admission/job application.

Kindly advise if any conditions apply and the expected timeline for the provisional certificate.

Thank you for your consideration.

Sincerely,

[Your Name]

[Roll Number/Student ID]

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