## **Application Format For Leaving Certificate From College CLC**

[Your Name] [Your Address] [City, State, Zip Code] [Your Email Address] [Your Phone Number] [Today's Date] [Today's Date] [Principal's Name] [College/School Name] [Address] [City, State, Zip Code] Subject: Application for Leaving Certificate Dear Sir/Madam,

I hope this letter finds you in good health and high spirits. I am writing to request a Leaving Certificate from [College/School Name]. I am currently a student in [Course Name] and am in my final year of study.

I have successfully completed all the necessary academic requirements and examinations for the [Course Name] program. I am grateful for the knowledge and skills I have gained during my time at [College/School Name]. However, due to personal reasons and career aspirations, I have made the difficult decision to discontinue my studies at this institution upon completion of this academic year. I hereby request the issuance of my Leaving Certificate as it is a crucial document for my future educational and professional endeavors. I assure you that I will abide by all the formalities and clear any dues, if any, to ensure a smooth and timely process.

Below are my essential details:

- 1. Full Name: [Your Full Name]
- 2. Date of Birth: [Your Date of Birth]

- 3. Course Name: [Your Course Name]
- 4. College/School Roll Number: [Your Roll Number]
- 5. Date of Admission: [Date of Admission]
- 6. Expected Date of Completion: [Expected Date of Completion]

I kindly request the Leaving Certificate to be issued at your earliest convenience. I understand that there may be specific procedures and requirements for the issuance of the certificate, and I am willing to comply with all such requirements.

I would like to express my heartfelt appreciation to the faculty, staff, and management of [College/School Name] for their support and guidance throughout my academic journey. The experiences and knowledge gained here will undoubtedly be invaluable in my future pursuits. Thank you for considering my request. I look forward to receiving the Leaving Certificate soon. If there is any additional information or documentation required from my end, please do not hesitate to contact me.

Yours faithfully,

[Your Full Name]