

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]

[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]