

Formal, Professional Letter

Subject: Request for Issuance of Leaving Certificate

Dear [Principal/Registrar Name],

I hope this message finds you well. I am writing to formally request the issuance of my Leaving Certificate from [College Name], as I have successfully completed my course in [Course Name].

I kindly request you to process my application at the earliest and let me know if any formalities or documents are required from my side. I would be grateful for your prompt assistance in this matter.

Thank you for your time and support.

Sincerely,

[Your Name]

[Enrollment Number/Student ID]

[Course Name]

[Contact Information]

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