

Provisional, Formal Letter

Subject: Request for Provisional Leaving Certificate

Dear [College Office],

I am [Your Name], a student of [Course Name]. I kindly request the issuance of a Provisional Leaving Certificate as I require it urgently for admission formalities at another institution. I will provide all necessary documentation and will submit the original Leaving Certificate when ready.

Thank you for your prompt assistance.

Sincerely,

[Your Name]

[Enrollment Number/Student ID]

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