

Official Request for Leaving Certificate

Dear Principal,

I am writing to formally request the issuance of my College Leaving Certificate. I have completed my [Course/Program Name] and would like to obtain the certificate to facilitate my future academic and professional endeavors.

Kindly process my application at your earliest convenience. I have attached all the necessary documents required for verification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Roll Number/ID]

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