

## **Request for Leaving Certificate Due to Personal Reasons**

Dear Principal,

I wish to request my College Leaving Certificate as I need to discontinue my studies due to personal reasons. I have ensured that all my academic and administrative responsibilities are complete.

Please issue the certificate at your earliest convenience.

Thank you for your kind support.

Regards,

[Your Name]

[Course/Batch]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/application-letter-for-college-leaving-certificate>