

Formal Leaving Certificate Application Letter

Subject: Request for Issuance of Leaving Certificate

Dear [Principal / Headmaster Name],

I am writing to formally request the issuance of my Leaving Certificate from [School/College Name]. I have completed all the required coursework and obligations, and I am scheduled to leave on [Last Day / Date of Departure].

Kindly process my request at the earliest and let me know if any further documents or formalities are required. I would be grateful for your assistance.

Thank you for your attention.

Sincerely,

[Student Name]

[Class / Roll Number]

[Contact Information]

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