

School Leaving Certificate for Higher Education

Subject: Application for School Leaving Certificate for College Admission

Respected Principal,

I am [Student Name], a final year student of Class XII (Science/Commerce/Arts) at your prestigious institution. Having successfully completed my board examinations, I am now seeking admission to [University/College Name] for pursuing [Course Name].

The admission process requires submission of my School Leaving Certificate along with other academic documents. I have been offered provisional admission and need to complete the documentation process by [deadline date].

During my tenure at this school, I have maintained academic excellence and actively participated in various extracurricular activities. I am proud to have been a student of this institution and will always cherish the values instilled here.

I request you to kindly issue my School Leaving Certificate along with a character certificate at your earliest convenience. I am available to complete any formalities during school hours.

Thank you for providing me with an excellent educational foundation.

With gratitude and respect,

[Student Name]

[Roll Number]

[Contact Information]

[Date]

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