

15, Lajpat Nagar,  
New Delhi,  
24.06.2024

The Head of Examination Department  
Jamia Hamdard University,  
Delhi

Subject: Requesting my Degree Certificate

Dear Sir/Madam,

This is to inform you that I am Sharath, a student of your esteemed institution from the Commerce Department. I would like to request my degree certificate as I was out of town during the convocation ceremony. I am looking forward to joining an organization as an Accounts Executive and would require my degree certificate for document verification and background check.

I request you to kindly mail me the degree certificate to the mentioned address. I shall be highly obliged for your kind gesture.

Thank you.

Yours faithfully,

Sharath  
Reg No. 98768  
Department of Commerce  
Contact – 1234512345  
Mail- sharath1234@gmail.com