

15, Shenoy Nagar,  
Hyderabad,  
24.06.2024

The Head of Examination Department  
Anna University,  
Chennai, TamilNadu

Subject: Requesting my Degree Certificate

With due respect, I, Nikila from the Biomedical Engineering Department. I would like to request my degree certificate as I was not able to attend the convocation ceremony due to some personal reasons. Now, that I am looking forward to starting my career, I would require my degree to validate my educational qualifications. I will be able to collect it in person as I will be travelling to Chennai very soon. Please do the needful.

I shall be highly obliged for your kind gesture.

Thank you.

Yours faithfully,

Nikila  
Reg No. 98768  
Department of Biomedical Engineering  
Contact – 1234512345  
Mail- [nikila.nikila@gmail.com](mailto:nikila.nikila@gmail.com)