

Sample 1 - Application for Degree Certificate to College

13, Ram Nagar,
Bangalore,
24.06.2024

The Principal,
MMC College,
Chennai, TamilNadu

Subject: Requesting my Degree Certificate

Respected Sir/ Madam,

I am Manoj, a student of your esteemed University from the Department of Commerce. I have completed my undergraduate degree in Commerce in the year 2023. I request you to issue my degree certificate as I am looking forward to pursuing a postgraduate degree in Commerce from a reputed university.

As a part of the admission process, I am required to submit my degree certificate for document verification. I understand that the Degree certificate is usually issued after a year, but I require it beforehand as the admissions are ongoing for the current year. Kindly do the needful considering my situation.

I shall be highly obliged for your kind gesture.

Thank you.

Yours faithfully,

Manoj Kumar
Reg No. 987654
Department of Commerce
Contact – 1234567890
Mail- manoj.kumar@gmail.com