

Sample request letter

Date

**The Principal**

Domingo Yu Chu National High School  
Maluanluan, Pola, Oriental Mindoro

**Sir:**

I, (name of the person giving authorization), would like to request for my (document to be requested; eg. Form 137/SF10, Report Card/SF10, Certificate of Enrollment or Good Moral). I am your student last (state the SY last attended). Please provide me with this document as I need it to state your purpose.

Furthermore, I authorize my (relationship to the person to be authorize), (name of the person to be authorized) to (action to be performed) in my absence.

I appreciate your assistance. If any clarification is required please contact me on (mobile number and/or email).

Sincerely,

**Signature over Printed name**

Name:

Last school year attended:

Grade/Section:

Purpose:

Attached your valid ID

January 11, 2022

**The Principal**

Domingo Yu Chu National High School  
Maluanluan, Pola, Oriental Mindoro

**Sir:**

I, **JUAN DELA CRUZ**, would like to request for my Form 137/SF10 and diploma. I am your Grade 10 student last SY 2020-2022. Please provide me with this document as I need it for my employment.

Furthermore, I authorize my cousin, PEDRO DEL MUNDO to get a copy of my needed documents in my absence.

I appreciate your assistance. If any clarification is required please contact me on (mobile number and/or email).

Sincerely,

Sincerely,

  
**JUAN DELA CRUZ**

Name: **Juan Dela Cruz**

Last school year attended: **2011-2012**

Grade/Section: **10-Diamond**

Purpose: **Employment**