

Application Letter for College Identity Card and Bonafide Certificate

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[College Name]

[College Address] [City, State, ZIP Code]

Subject: Request for College Identity Card and Bonafide Certificate

Dear [College Principal/Registrar],

I trust this letter finds you well. I am writing to request both a College Identity Card and a Bonafide Certificate from [College Name]. These documents are essential for various purposes, including [mention the reasons, e.g., attending college events, applying for scholarships, etc.].

Details for the College Identity Card:

- Full Name: [Your Full Name]
- Course: [Your Course]
- Year of Study: [Your Year of Study]
- Roll Number/Registration Number: [Your Roll/Registration Number]

Details for the Bonafide Certificate:

- Full Name: [Your Full Name]
- Course: [Your Course]
- Year of Study: [Your Year of Study]
- Roll Number/Registration Number: [Your Roll/Registration Number]
- Duration of Study: [Starting Date to Expected Graduation Date]

I kindly request you to issue both the College Identity Card and the Bonafide Certificate at the earliest convenience. If there are any forms or formalities that I need to complete, please provide them, and I will promptly fulfill the requirements.

I understand that there may be a nominal fee associated with the issuance of these documents, and I am willing to comply with any such requirements.

Your support in providing these documents is crucial for [mention the reason for which you need the documents], and I appreciate your cooperation.

If there are any further details required or if you need to contact me, please feel free to do so at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Roll/Registration Number]

[Your Course and Year of Study]