

# Letter to Principal for Bonafide Certificate for Passport

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School/College Name]

[School/College Address]

[City, State, Zip Code]

Subject: Request for Bonafide Certificate for Passport Application

Respected [Principal's Name],

I trust this letter finds you in good health. I am writing to request a bonafide certificate for the purpose of applying for a passport.

I am a student of [mention your course/class and section] at your esteemed institution, enrolled since [mention the start year of your studies]. I am in need of a bonafide certificate to complete the documentation required for my passport application.

Details for the Bonafide Certificate:

1. **Student's Full Name:** [Your Full Name]
2. **Date of Birth:** [Your Date of Birth]
3. **Course/Class and Section:** [Your Course/Class and Section]
4. **Admission Number/Roll Number:** [Your Admission Number/Roll Number]
5. **Duration of Study at the Institution:** [Mention the academic years you have been studying at the institution]

I kindly request you to issue the bonafide certificate at the earliest convenience, as the passport application process has specific deadlines. If there are any additional forms or procedures that I need to follow, please provide the necessary guidance.

I appreciate your prompt attention to this matter and thank you for your cooperation. Your assistance in this regard is crucial for the timely processing of my passport application.

Yours sincerely,

[Your Full Name]

[Your Admission Number/Roll Number]

[Your Signature - if sending a hard copy]

[Enclosures: If any supporting documents are required, mention them here]