

Request Letter for Leaving Certificate

Dear [Name of the Principal/Headmaster],

I am writing this letter to request a leaving certificate from [Name of the School/College]. I have recently completed my [Mention the course or standard] from your esteemed institution and now require the leaving certificate for further studies/employment opportunities.

I kindly request you to issue the leaving certificate as soon as possible. Please let me know if there are any formalities or procedures that I need to complete before I can obtain the certificate. I have enclosed all the necessary documents required for the application.

I would be grateful if you could expedite the process of issuing the certificate, as it is urgently required. Thank you for your time and cooperation in this matter.

Sincerely,

[Your Name]