

Write a Letter to Principal for Bonafide Certificate - Template

[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

Respected [Principal's Name],

I hope this letter finds you well. I am writing to request a bonafide certificate for [mention the purpose, e.g., passport application, scholarship application, etc.].

I am currently enrolled in [mention your course/class and section] at your esteemed institution and require the bonafide certificate as a part of the documentation for [state the reason, e.g., a passport application]. The details for which the certificate is required are as follows:

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:** [Mention the academic years you have been studying at the institution]

I kindly request you to issue the bonafide certificate at the earliest convenience to facilitate the completion of my [mention the purpose, e.g., passport application]. If there are any specific forms or procedures required from my end, please let me know, and I will promptly comply.

I appreciate your prompt attention to this matter. Thank you for your cooperation.

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 her