

Write a Letter to Principal for Bonafide Certificate - Email Format

Dear [Principal's Name],

I hope this email finds you in good health and spirits. I am writing to request a Bonafide certificate from [School/College Name] for the purpose of [reason for requesting the certificate, e.g., applying for a scholarship].

I am a student of [class/course name] and have been studying at [School/College Name] since [admission date]. I require this certificate to [state the purpose of the certificate].

I would be grateful if you could issue the certificate at the earliest possible convenience. Please let me know if any additional information is required.

Thank you for your time and consideration.

Sincerely,

[Your Name]