

# Letter Requesting Bonafide Certificate from School

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Subject: Request for Bonafide Certificate

Respected [Principal's Name],

I hope this letter finds you in good health. I am writing to request a bonafide certificate for [mention the purpose, e.g., applying for a scholarship, seeking employment, etc.].

Details for the Bonafide Certificate:

1. **Student's Full Name:** [Your Full Name]
2. **Date of Birth:** [Your Date of Birth]
3. **Class/Grade:** [Your Class/Grade]
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 school]

I kindly request you to issue the bonafide certificate at the earliest convenience to facilitate the completion of my [mention the purpose, e.g., scholarship application]. If there are any specific forms or procedures required from my end, 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 successful completion of my endeavors.

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]