

[On School Letter head]

[Outward No]

Date: _____

To,

The Regional Officer

Central Board of Secondary Education,

Regional Office Address With Pin code

Affiliation No.: _____ School Code: _____

Dear Sir/Madam,

[No. of students] Candidates attended Practical Examination **at [School Name and School code]** Centre in the subject **[Subject name & Code]** on the dates **[From {Date} to {Date}]** in **[No. of Batches]** sessions in Senior School Certificate Examination, **[Year]**.

The list of documents and materials are enclosed herewith for your kind reference and procedure.

1. Answer sheets from serial number : _____ to _____
2. Attendance Sheet
3. Century List
4. Examiner Report

Kindly find the same in order and acknowledge the receipt.

Signature of Examiner: _____

Name of Examiner _____

Examiner Number _____

PGT – Subject name & Code

School Name of Examiner