

Letter for College Leaving Certificate

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[College Name]

[College Address]

[City, State, ZIP Code]

Subject: Request for College Leaving Certificate

Dear [Principal's Name],

I trust this letter finds you in good health. I am writing to formally request my college leaving certificate as I am in the process of [mention the reason for leaving, such as completing studies, transferring to another institution, etc.].

Details:

- **Full Name of the Student:** [Your Full Name]
- **Roll/Admission Number:** [Your Roll/Admission Number]
- **Course/Program:** [Your Course/Program]
- **Last Date of Attendance:** [Date of your last attendance]

I have thoroughly enjoyed my time at [College Name] and am grateful for the education and experiences I have gained during my studies here. The leaving certificate is a crucial document required for [mention the purpose, such as admission to a new educational institution or for employment].

I have attached the necessary supporting documents, including [list any documents required by the college for processing the leaving certificate]. I kindly request you to process my college leaving certificate at your earliest convenience.

If there are any additional procedures or forms that I need to complete, please inform me, and I will promptly fulfill the requirements.

Thank you for your prompt attention to this matter. I appreciate your assistance in providing me with the college leaving certificate.

If there are any fees or charges associated with this request, please let me know the details for payment.

I look forward to your positive response.

Sincerely,

[Your Full Name]

[Your Signature - if sending a hard copy]