

Request Letter to Principal for Bonafide Certificate

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

The principal
[School/College Name]
[School/College Address]
[City, State ZIP Code]

Subject: Request for Bonafide Certificate

Respected Sir/Madam,

I am writing to request a Bonafide certificate from [School/College Name] for the purpose of [reason for requesting the certificate]. 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, e.g., apply for a scholarship/bank loan/passport].

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]