

Student Name : _____

Class: _____ Roll No: _____

Mobile No: _____ Date : _____

To,
The Principal,
Sonopant Dandekar Junior College, Palghar.

Subject: Application for leaving certificate

Respected Sir,

Pursuant to the above subject I humbly mention to you that,

I am _____, a student of class 11th/12th (Arts / Commerce / Science/ MCVC / Bifocal CS/ Banking) class in our college. I need college leaving certificate for personal work / further education. I have paid all the college fees and no fees are outstanding. I kindly request you to provide my college leaving certificate.

| |
|---|
| Remark and Signature of Principal/ Vice Principal |
|---|

Yours faithfully,

(Student's Signature)

Attached:

1. Xerox copy of college ID card
2. Aadhaar Card Xerox Copy