

Student Name : \_\_\_\_\_

Class: \_\_\_\_\_ Roll No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Date : \_\_\_\_\_

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

**Subject: Application for loss of leaving certificate**

Respected Sir,

Pursuant to the above subject, I request you that I have completed the following education from this college and also received leaving certificate at that time. But now my college leaving certificate is lost. I have filed a formal police complaint and declaration has also been given in the news paper. I need a college leaving certificate again for further studies / personal work. I have paid all the college fees. However, I request you to provide a new college leaving certificate.

Last Std. Studied : 11<sup>th</sup> / 12<sup>th</sup>

Stream : Arts / Commerce / Science / MCVC / Banking / Bifocal CS

Roll No : \_\_\_\_\_ Year : \_\_\_\_\_

Details of missing of leaving certificate –

Remark and signature of Principal/Vice Principal
--

Yours faithfully

Signature

Attached:

1. Xerox of previous leaving certificate
2. Aadhaar Card Xerox
3. Xerox advertised in the current paper
4. Xerox receipt of police complaint