

Date:-

To,
The Principal,
Gourishankar Institute of Pharmaceutical,
Education & Research,
Limb, Satara.

Subject: - Regarding following documents.

Respected Sir,

I, _____, studying in class _____ Div. _____ having roll number _____ & PRN number _____ request you to kindly issue me following mentioned documents.

- 1) Bonafied Certificate
- 2) Expenditure Certificate
- 3) 10th Marksheet
- 4) 12th Marksheet
- 5) 10th Passing Certificate
- 6) 12th Passing Certificate
- 7) CET Marksheet/NEET Marksheet
- 8) D. Pharmacy I & II Marksheets
- 9) B. Pharmacy Marksheet
- 10) Nationality & Domicile
- 11) Caste Certificate
- 12) Caste Validity
- 13) Leaving Certificate
- 14) Transfer Certificate
- 15) Other _____

I, need these documents for the purpose of _____

- ❖ I will submit documents on or before _____
- ❖ Write date if applicable.

Thanking you,

Yours faithfully,

For Office use only

Clerk

Registrar

Vice-Principal

Principal