

To,  
The Principal,  
Prakash Junior & Degree college of Commerce & Science,  
Kandivali West,  
Mumbai - 400067

Date: \_\_\_\_\_

Dear Madam/Sir,

I Mr. / Ms., \_\_\_\_\_ am/was a student of Prakash  
Junior and Degree College of Commerce and Science, studying/studied in standard: \_\_\_\_\_  
Stream: \_\_\_\_\_ in the year: \_\_\_\_\_ and my unique ID / Roll No. is:  
\_\_\_\_\_ and Division is: \_\_\_\_\_

I hereby request you to kindly issue me the following: -

**Document(s):**

- Application for 12<sup>th</sup> Migration certificate
- Application for provisional passing certificate
- Application for 15 A Form
- Application for Xerox of 10<sup>th</sup> marksheet or Leaving Certificate
- Application for letter of Recommendation
- Application for Transcript
- Application for projected marks of 12<sup>th</sup> Std.

I'm willing to pay the required charges for the document(s).

Your's Faithfully,

Student Name:

Mobile Number:

**Note:** I hereby attach the Xerox of ID-Card / Last Fees Payment Receipt / 12<sup>th</sup> Examination Hall Ticket / 12<sup>th</sup> Standard Marksheet / College Leaving Certificate.