

ASSURANCE LETTER

From

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),

Uthangarai.

To

The Principal,

Sri Vidya Mandir Arts & Science College (Autonomous),

Uthangarai.

Respected Madam /Sir,

Subject: Request for assurance - Reg

I am-----pursuing-----I assure you that hereafter I will follow the college rules given below.

1. Dress code
2. Hair code
3. Good behaviour in bus
4. Wear ID card

I will be grateful if you consider my request.

Thanking you,

Yours faithfully,

Place:

signature.

Date:

APOLOGY LETTER

From

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

To

The Principal,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

Respected Madam/Sir

Subject: Apology letter to Principal for misbehaviour in college

I am-----pursuing-----I sincerely regret that I break the rules of our college and didn't obey. I am extremely sorry sir /Mam for my misbehaviour disturbing the classes and leave the college in the middle of the session. Please provide me with one more chance and grant me permission to resume classes as soon as possible.I sincerely apologize and promise that this would never be repeated in future. Please accept my apology.

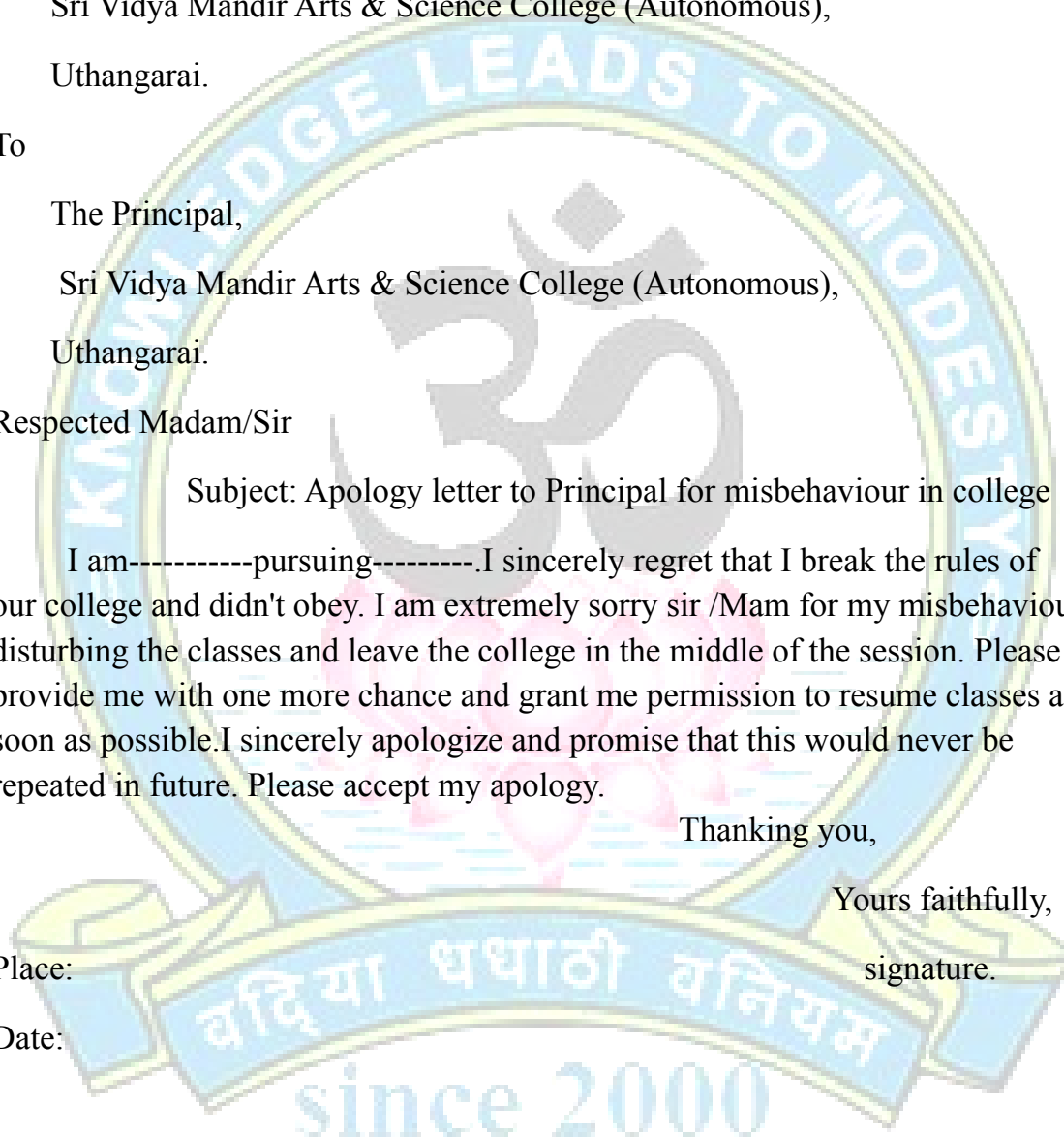
Thanking you,

Yours faithfully,

Place:

signature.

Date:



Permission letter

From

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

To

The Principal,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

Respected Madam/Sir

Subject: Seeking permission - Reg

We are students from _____ College. We are all getting together to host a farewell dance party for a few friends of ours who will be relocating out of here. We would like to hold the party on _____ (date) from _____ (time) to _____ (time). We seek your permission to host the party at college auditorium.

We would like to inform you that since it is a dance party, there will be loud music, but we assure you of full decorum by our guests. We also promise that the place will not be left in a mess, and we will clear it of all litter before we leave. We understand that there would be a cost attached to this party and will be glad to pay as per your advice.

We request you to give us the permission requested.

Thanking you,

Place:

Yours faithfully,

Date:

Permission for practicing sports

From

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

To

The Principal,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

Respected Madam /Sir,

Subject: Permission to practice Sports.

I am _____ (Name of the Student), studying in class _____ I have been selected to play _____ (Name of the Sport) for the _____ (Type/Name of the Tournament) from our College. I would be representing our college and would be competing with other international Colleges. But for that, I will have to double up the practice and dedicate more time to this sport. Therefore, I request you to kindly grant me a _____ (Type of Leave) leave for _____ (Number of days) starting from the coming _____ (Day/Date of the Leave) for extra practice.

The Championship is on the _____ (Date of the Tournament) and I need to prep up for the same. I assure you that as soon as this gets done with, I am going to catch up on the academics. I promise not to let you down.

Thanking you in anticipation,

Place:

Yours truly,

Date:

Complaint Letter Sample

From

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

To

The Principal,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

Respected Madam /Sir,

I am-----pursuing-----This letter is a formal complaint about my Major staff. It appears that the staff is not prepared or qualified to teach students at this grade level. I am not insisting on a strict regimen at college, but I would like to see my advance in the subjects required for my grade level. So I request you to change any qualified staff to my major class.

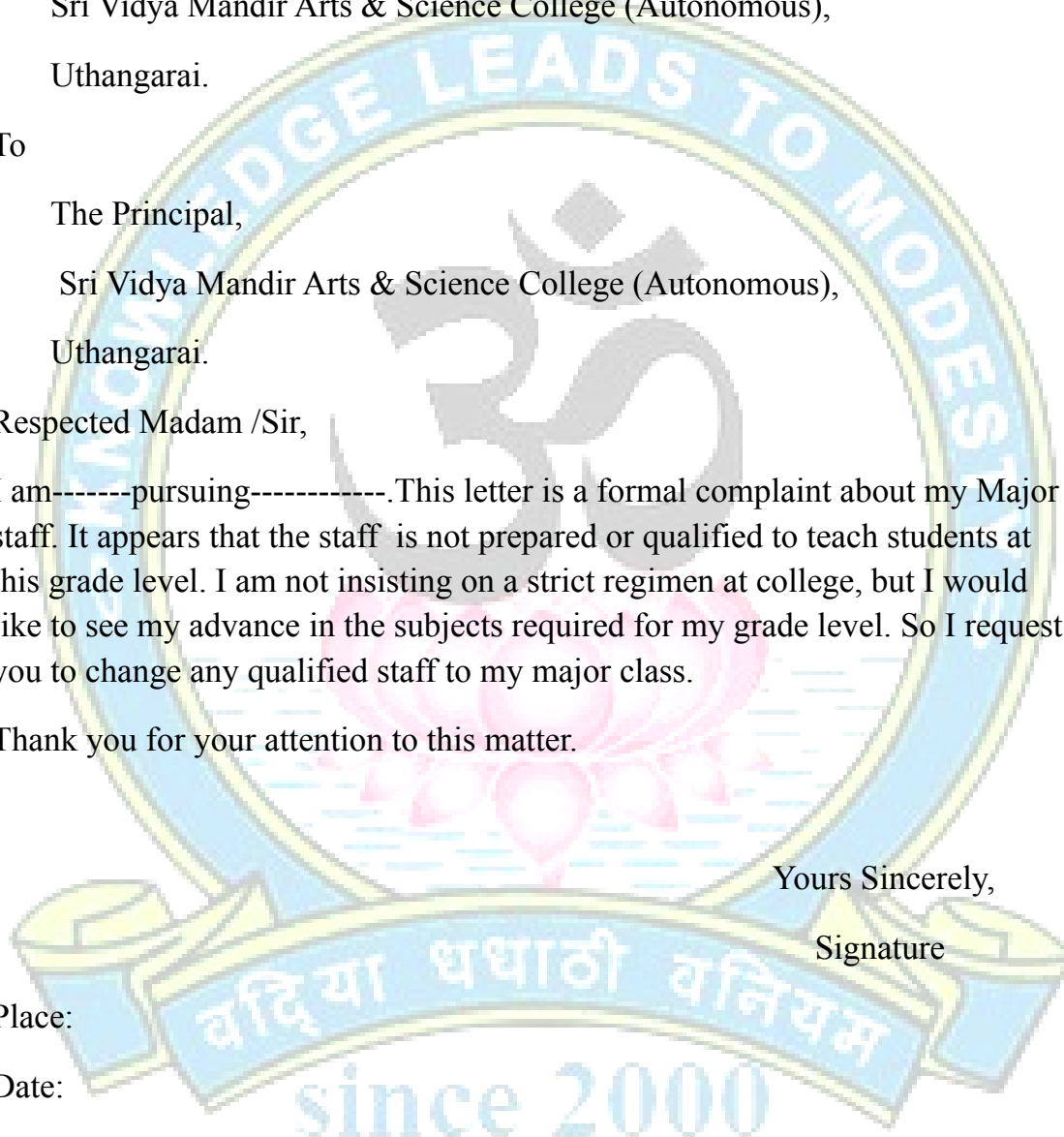
Thank you for your attention to this matter.

Yours Sincerely,

Signature

Place:

Date:



MATERNITY LEAVE

From:

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),

Uthangarai.

To:

The Principal,

Sri Vidya Mandir Arts & Science College (Autonomous),

Uthangarai.

Respected Sir/Madam,

Sub:- Maternity leave application-reg

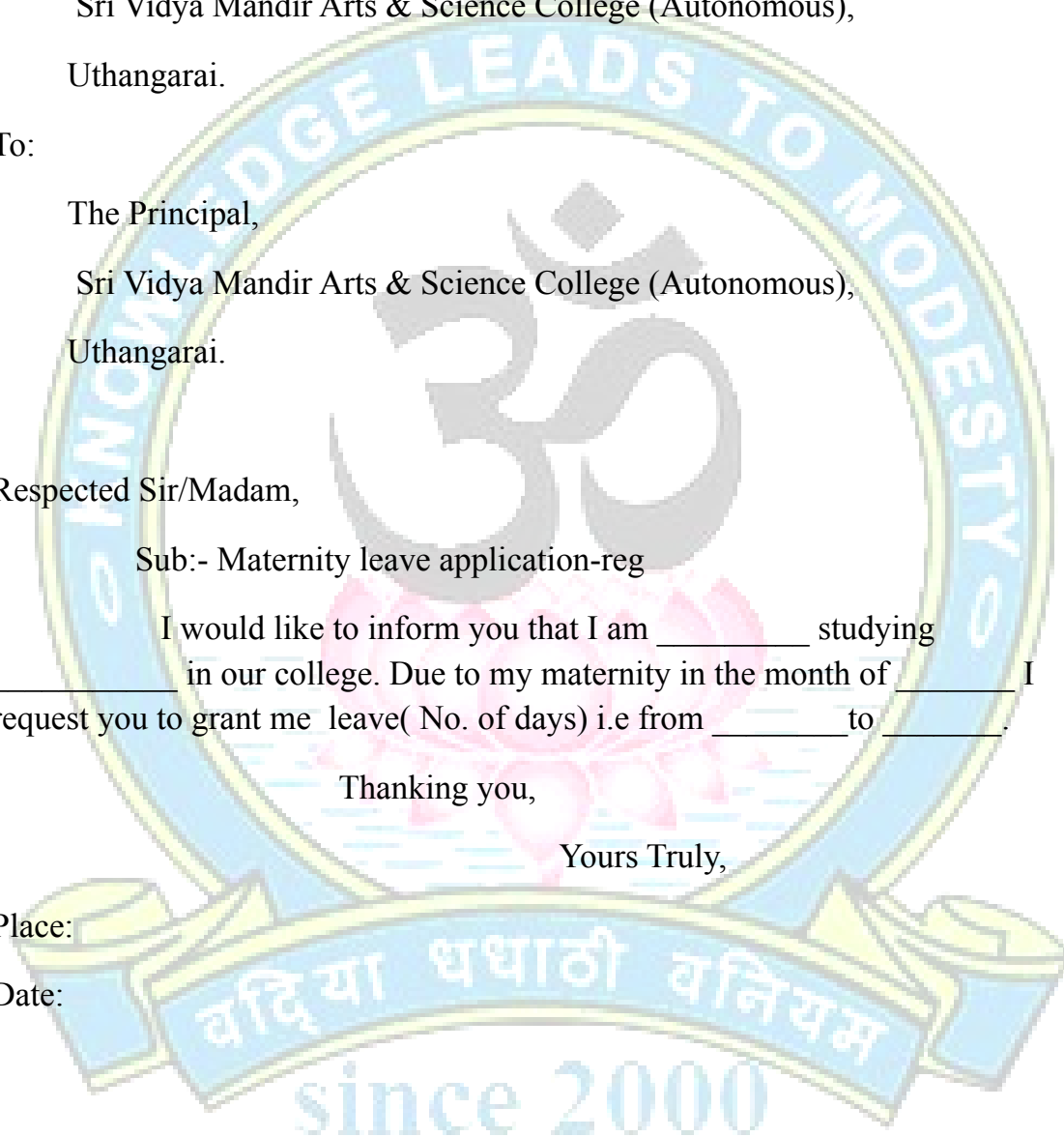
I would like to inform you that I am _____ studying
_____ in our college. Due to my maternity in the month of _____ I
request you to grant me leave(No. of days) i.e from _____ to _____.

Thanking you,

Yours Truly,

Place:

Date:



BONAFIDE CERTIFICATE

From:

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),

Uthangarai.

To:

The Principal,

Sri Vidya Mandir Arts & Science College (Autonomous),

Uthangarai.

Respected Madam /Sir,

Sub: Request for Bonafide Certificate

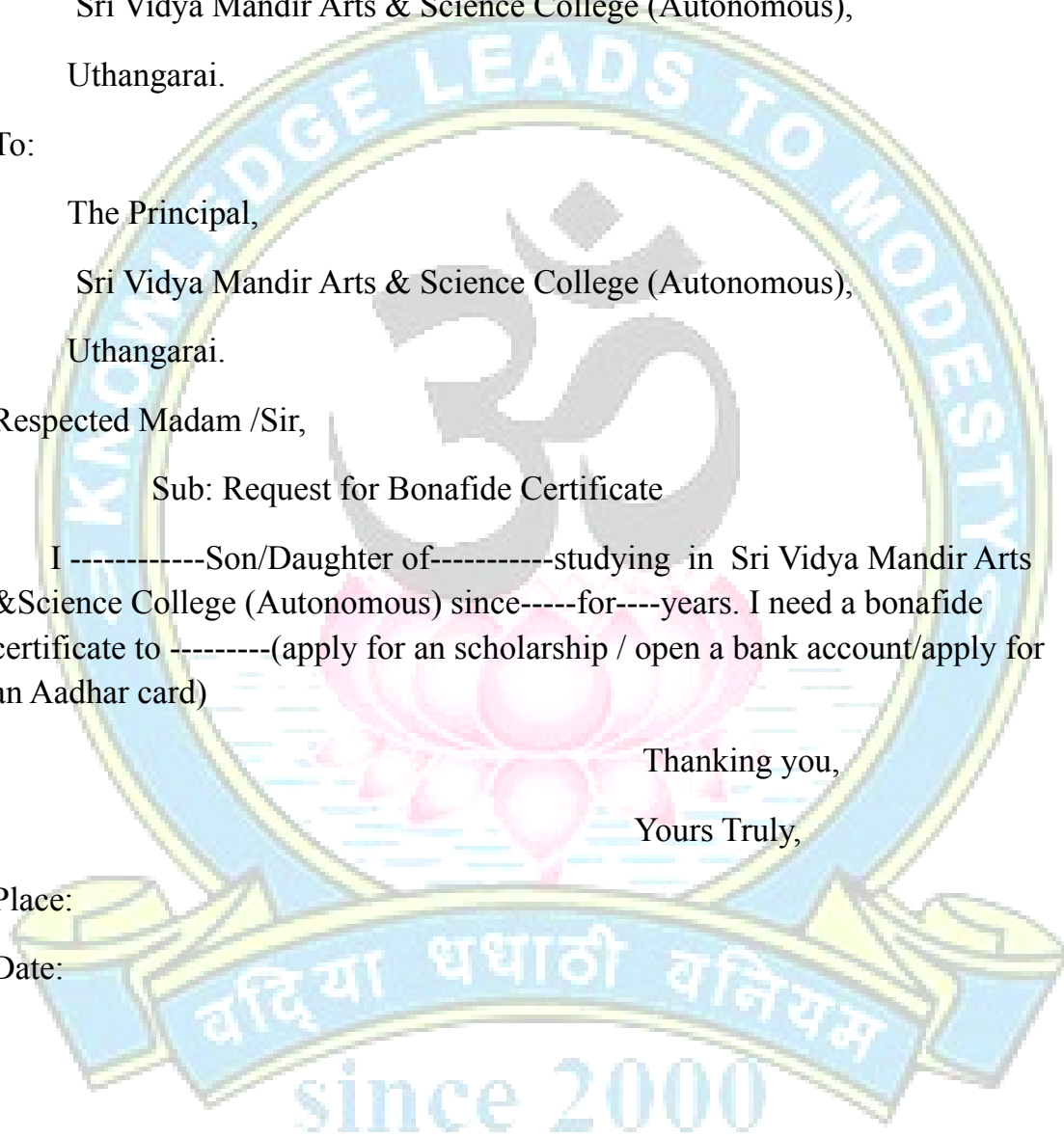
I -----Son/Daughter of-----studying in Sri Vidya Mandir Arts & Science College (Autonomous) since-----for----years. I need a bonafide certificate to -----(apply for an scholarship / open a bank account/apply for an Aadhar card)

Thanking you,

Yours Truly,

Place:

Date:



REQUEST LETTER(seeking certificates)

From:

Name: P.VIJAY,

Reg. No: 16UBBA072,

Class: III BBA CA ,

Sri Vidya Mandir Arts & Science College (Autonomous).

To:

The Controller of Examinations,

Periyar University,

Salem.

Through

The Principal,

Sri Vidya Mandir Arts & Science College (Autonomous),

Uthangarai.

Respected Madam /Sir,

Sub: - Seeking for mark statement/ Consolidated Mark statement t/
Provisional/ Convocation certificate- reg

I would like to inform you that I had completed my BBA CA, in 2019 and passed all my papers in the batch 2019 itself and I had paid all the fees for provisional and other certificates, but yet I have not received my Provisional certificate so far. Hence I request you kindly look into this issue and provide me the same at the earliest.

Thanking you,

Yours Truly,

Place:

Date:

REQUEST LETTER(correction in certificates)

From:

Name: P.VIJAY,

Reg. No: 16UBBA072,

Class: III BBA CA ,

Sri Vidya Mandir Arts &Science College (Autonomous).

To:

The Controller of Examinations,

Periyar University,

Salem.

Through

The Principal,

Sri Vidya Mandir Arts &Science College (Autonomous),

Uthangarai.

Respected Madam /Sir,

Sub: - Reporting for mistake in name in mark statements- Reg

I would like to inform you that I had completed my BBA CA, in 2019 and I received my Provisional certificate now, But I found my name is misspelt in it, The real spelling for my name is P.VIJAY, but it is misprinted as P.VIJAI.Hence I request you kindly look into this issue and provide me a new certificate with the exact spelling at the earliest and I had enclosed the supporting documents with this letter.

Thanking you,

Yours Truly,

Place:

Date:

REQUEST LETTER

From:

Name: P.VIJAY,

Reg. No: 16UBBA072,

Class: III BBA CA,

Sri Vidya Mandir Arts & Science College (Autonomous).

To:

The Controller of Examinations,

Periyar University,

Salem.

Through

The Principal,

Sri Vidya Mandir Arts & Science College (Autonomous).

Uthangarai.

Respected Madam /Sir,

Sub: - reporting for a paper code missing in mark statement / consolidated mark statement- reg

I would like to inform you that I received my III rd semester mark statement from university, But one of my allied paper code is missing, but I received the results for the paper(16UBBXC01- 59 in external & 24 in internal) in total 83 marks. Hence I request you to kindly look into this issue and provide me a new mark statement at the earliest date.

Encl:

1.statement of marks III SEMESTER(original) 2.A copy of PU Result Galley

Thanking you,

Yours Truly

REQUEST LETTER (University Certificates)

From:

Name: P.VIJAY,

Reg. No: 16UBBA072,

Class: III BBA CA ,

Sri Vidya Mandir Arts & Science College (Autonomous).

To:

The Controller of Examinations,

Periyar University,

Salem.

Through

The Principal,

Sri Vidya Mandir Arts & Science College (Autonomous),

Uthangarai.

Respected Madam /Sir,

Sub: - Requesting for a paper's result - reg

I would like to inform you that I had completed my BBA CA, in 2019 and passed all my papers in the current batch 2019 but yet I have not the result for major paper(paper code- 16UBBACAK07) titled “ Business Communication” so far. Hence I request you to kindly look into this issue and provide me the result for my future welfare.

Thanking you,

Place:

Yours Truly,

Date:

LONG LEAVE LETTER(Medical Leave)

From:

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

To:

The principal,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

Respected Sir,

Sub :- long leave letter - Reg

I would like to bring to your kind notice that I am _____
pursuing _____. Due to fracture on my leg I need leave for one month. My
doctor has advised me on bed rest completely. I am enclosing a letter from
doctor for your reference. I hope you will understand my situation and grant me
leave from _____ to _____.

Thanking you,

Yours Truly,

Place:

Date:

LEAVE LETTER

From:

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),

Uthangarai.

To:

The principal,

Sri Vidya Mandir Arts & Science College (Autonomous),

Uthangarai.

Respected Sir,

Sub:- Requesting for leave –reg

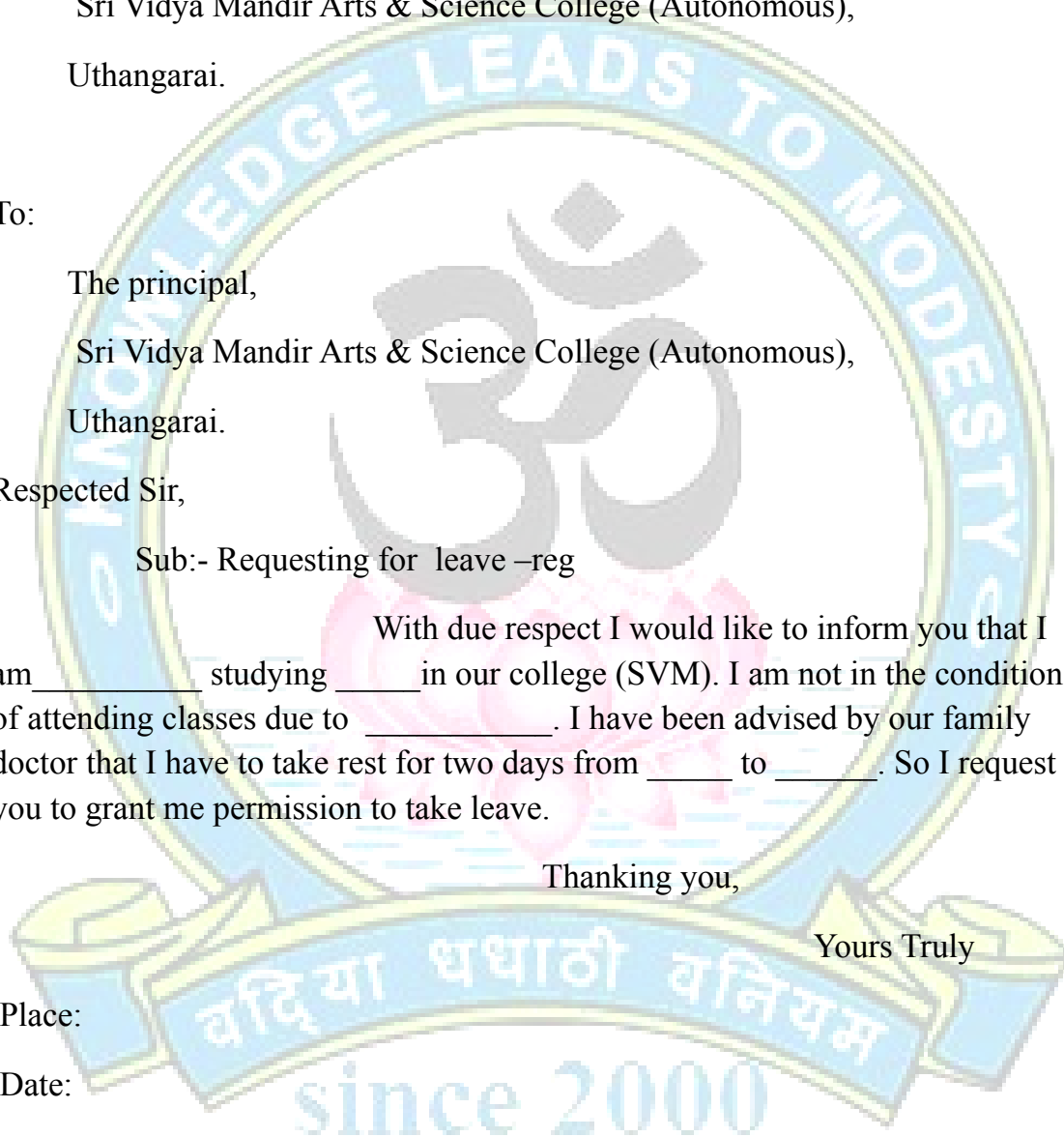
With due respect I would like to inform you that I am _____ studying _____ in our college (SVM). I am not in the condition of attending classes due to _____. I have been advised by our family doctor that I have to take rest for two days from _____ to _____. So I request you to grant me permission to take leave.

Thanking you,

Yours Truly

Place:

Date:



FEES QUOTATION LETTER

From:

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

To:

The principal,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

Respected Sir/Madam,

Sub: Request for fees quotation – Reg

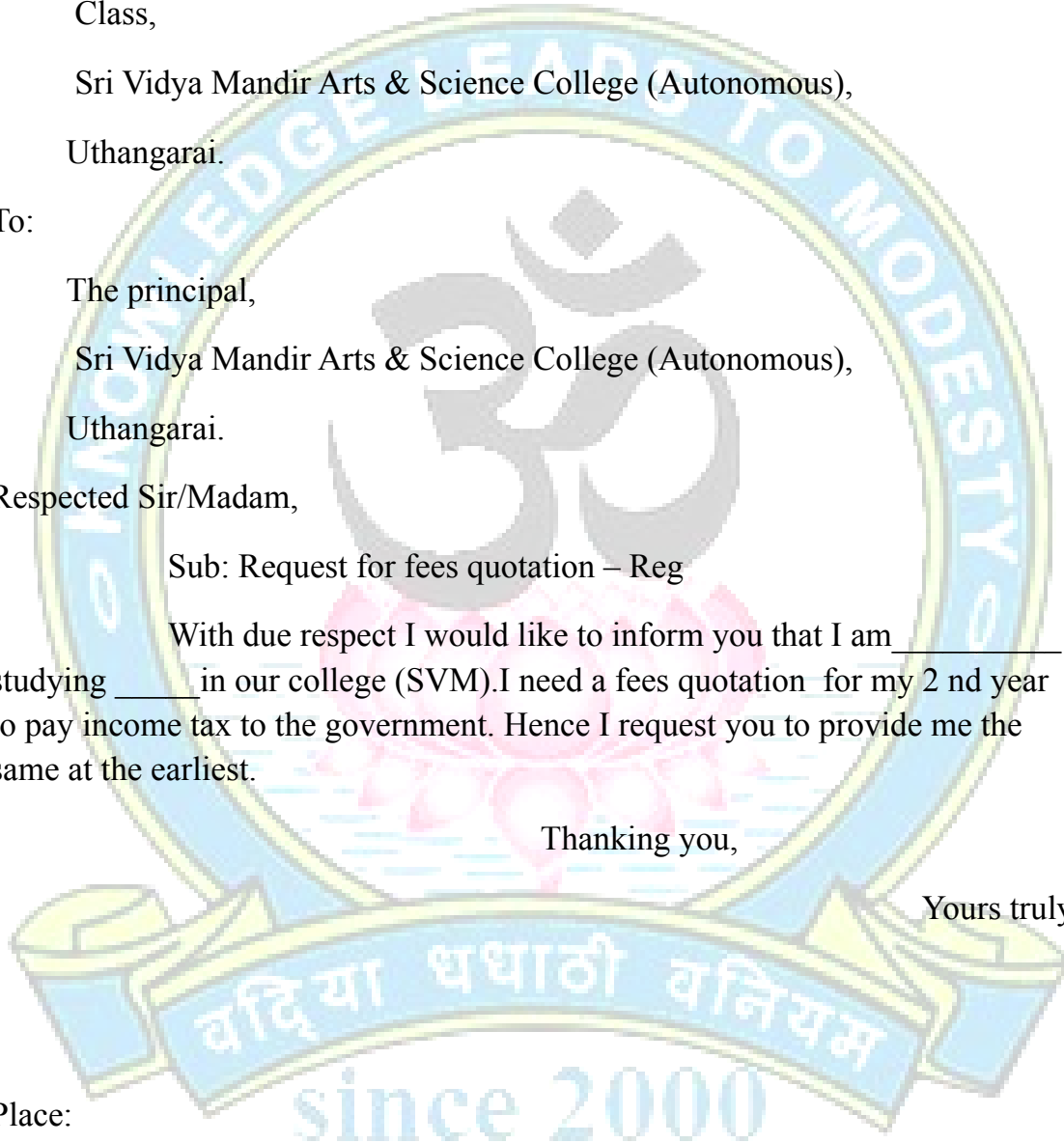
With due respect I would like to inform you that I am _____
studying _____ in our college (SVM). I need a fees quotation for my 2 nd year
to pay income tax to the government. Hence I request you to provide me the
same at the earliest.

Thanking you,

Yours truly

Place:

Date



Letter for certificates Xerox

From:

Name,

Class,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

To:

The principal,

Sri Vidya Mandir Arts & Science College (Autonomous),
Uthangarai.

Respected Sir/Madam,

Sub: Request for certificates Xerox – Reg

With due respect I would like to inform you that I am _____
studying _____ in our college (SVM). I need all Xerox copy of my certificates
for applying Scholarship. Hence I request you to provide me the same at the
earliest.

Thanking you,

Yours truly

Place:

Date: