

From,
Name: _____
Address: _____

Class: _____ Div: _____
Medium: _____ Roll No.: _____
Enrollment No. _____
Mob. No.: _____
Date: _____

To,
Principal,
UCCC & SPBCBA & SDHG COLLEGE OF BCA & IT,
Udhna – Surat.

Subject: Issue Certificate for _____ Scholarship.

Respected Sir,

With reference to above Subject, I ask for the certificate for _____ scholarship. Sir, I have passed _____ Class in 20____. Now I study in _____(B.Com/ B.B.A./B.C.A.). My all academic and co-curricular details have enclosed herewith.

Last year _____, I have received scholarship of Rs. _____ from _____. It will be my pleasure to get a scholarship through your organization as it is very much necessary for my studies to continue as my economic condition. It would be very kind of you.

As per requirement, I need a Certificate from college for submit online scholarship application. Please issue me for the same.

Thanking you.

Yours Faithfully,

(Name and Signature)

- Encl:
1. All Mark Sheet-FY/SY/12th Mark sheet Xerox
 2. Last Scholarship Details –Bank Pass Book Xerox
 3. Fee receipt Xerox
 4. I-card Xerox