

Declaration Letter

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Request for Assurance –Reg.

I am _____ pursuing _____. I undertake to follow the college regulations enumerated below henceforth.

1. The dress code
2. The hair code
3. Wearing an ID card
4. Good behavior while on college premises, buses, and hostels

I would be grateful if you will consider my request.

Thanking you,

Yours faithfully,

Place :

Date :

Forwarded by HoD

Apology Letter

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Apology letter to Principal for misbehavior in college – Reg.

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 misbehavior 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 :

Date :

Forwarded by HoD

Permission Letter

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

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,

Yours faithfully,

Place :

Date :

Forwarded by HoD

Maternity Leave

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: 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 :

Forwarded by HoD

Long Leave Letter (Medical Leave)

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Seeking long leave permission –Reg.

I would like to bring to your kind notice that I am _____ pursuing _____. Due to _____ I need leave for _____ 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 :

Forwarded by HoD

Leave Letter

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Requesting for leave –Reg.

With due respect I would like to inform you that I am _____ pursuing _____ in our college. 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 _____. Therefore I humbly request you to give me permission to take leave.

Thanking you,

Yours truly,

Place :

Date :

Forwarded by HoD

Fees Quotation Letter

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Request for fees quotation –Reg.

With due respect I would like to inform you that I am_____ studying _____ in our college. I need a fees quotation for my _____ 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 :

Forwarded by HoD

Letter for Certificates Xerox

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Request for certificates Xerox –Reg.

With due respect I would like to inform you that I am _____ studying _____ in our college. 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 :

Forwarded by HoD

Permission for Practicing Sports / Cultural

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Permission to practice Sports / Cultural –Reg.

I am _____, studying in class _____ I have been selected to play _____ (Name of the Sport / Cultural) for the _____ (Type/Name of the Tournament / Event) from our College. I would be representing our college and would be competing with other Colleges. But for that, I will have to double up the practice and dedicate more time to this sport / Cultural. 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 / Competition is on the _____ (Date of the Tournament / Competition) 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,

Yours truly,

Place :

Date :

Bonafide Certificate

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Request for Bonafide Certificate –Reg.

I _____ Daughter of _____ studying in Jayarani Arts & Science College for Women since _____ for _____ years. I need a bonafide certificate to _____ (apply for a scholarship / open a bank account / apply for an Aadhar card).

Thanking you,

Yours truly,

Place :

Date :

Request Letter (seeking certificates)

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Controller of Examinations,
Periyar University,
Salem.

Through

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Seeking for Mark Statement / Consolidated Mark Statement /
Provisional Certificate / Convocation Certificate –Reg.

I would like to inform you that I had completed my _____, in _____ and passed all my papers in the batch _____ itself and I had paid all the fees for _____ Statement / 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,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Controller of Examinations,
Periyar University,
Salem.

Through

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Reporting for mistake in name in Mark Statement / Consolidated Mark Statement / Provisional Certificate / Convocation Certificate –Reg.

I would like to inform you that I had completed my _____, in _____ and I received my Mark Statement / Consolidated Mark Statement / Provisional Certificate / Convocation Certificate now, But I found my name is misspelt in it, The real spelling for my name is _____, but it is misprinted as _____. Hence I request you kindly look into this issue and provide me a new statement / 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,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Controller of Examinations,
Periyar University,
Salem.

Through

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: reporting for a paper code missing in Mark Statement /
Consolidated Mark Statement –Reg.

I would like to inform you that I received my _____ Semester Mark Statement from university, But one of my _____ paper code is missing, but I received the results for the paper (_____ in external & _____ in internal) in total _____ marks. Hence I request you to kindly look into this issue and provide me a new mark statement at the earliest.

Thanking you,

Yours truly,

Place :

Date :

Encl:

1. Statement of Marks _____ (original)
2. A copy of PU Result Galley

REQUEST LETTER (University Certificates)

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Controller of Examinations,
Periyar University,
Salem.

Through

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

Subject: Requesting for a paper's result –Reg.

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

Thanking you,

Yours truly,

Place :

Date :

Complaint Letter Sample

From

Name,

Register Number,

Year & Department,

Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

To

The Principal,
Jayarani Arts & Science College for Women,
Nethimedu, Salem - 636 002.

Respected Madam/Sir,

I am _____ pursuing _____. This letter is a formal complaint about my _____ 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.

Thanking you,

Yours truly,

Place :

Date :