



**RAJAGIRI VISWAJYOTHI**  
**COLLEGE OF ARTS AND APPLIED SCIENCES**  
**VENGOOR , PERUMBAVOOR KERALA- 683546**

REQUEST FOR COURSE COMPLETION CERTIFICATE

**From**

**Date:**

Name :

Roll No/ Regi. No. :

Course/ Class :

Department :

**To**

The Principal

Rajagiri Viswajyothi College of Arts and Applied Sciences,

Vengoor, Perumbavoor

**Respected Sir/Madam,**

**Subject:** Request for Course Completion Certificate

I am/was a B. A./ B. Sc. / B. Com / BBA / BCA / BSW student with Roll No./Register No.\_\_\_\_\_

\_\_\_\_\_from the Department of

\_\_\_\_\_during the academic period

\_\_\_\_\_ (Batch). I'm making this letter to request for a *Course Completion Certificate* for the

purpose of \_\_\_\_\_. Therefore, I

request you to kindly grant me the same.

Thanking you

Yours faithfully

Student's Name and Signature

Countersigned by

**Class Mentor / H. O. D.**