



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

REQUEST FOR RETURN OF CERTIFICATE

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The Principal
Rajagiri Viswajyothi College of Arts and Applied Science

Subject: Request for Return of Certificate

Dear Sir/Madam,

I am writing to formally request the return of my original certificate that was submitted to the college at the time of my admission. I have recently completed/discontinued my course in..... [Course Name] and require the certificate for further academic and professional purposes. Kindly issue the same.

Please find below my details for your reference:

Name:

Roll Number:

Course/Batch:

Year of Completion:

Thank you for your kind assistance in this matter.

Yours sincerely,

.....[Signature]

.....[Name]