

Application for School Leaving Certificate

The Principal

Sivananda – Praveen Public School

Yamuna Nagar

Subject : Application requesting for School Leaving Certificate.

Respected Madam,

With due regards it is hereby submitted for your kind consideration that , I was the student of _____ class of your esteemed institution . I passed / failed / placed under compartment in class _____ during the academic session _____. I want to apply for the school leaving certificate as I am unable to continue with my studies in this institution due to _____ . I hereby request you to issue me the school leaving certificate for my further admission process in next school.

Your kind consideration to the request will be highly obliged.

Thank You

Yours sincerely

Name : _____

Class: _____

Section: _____

Father Mobile Number: _____