

Date: 10 June 2024

To,
The Registrar
[Name of the Institution/Board]
[Full Address of the Institution/Board]

Subject: Application for Issuance of Duplicate Certificate

Respected Sir/Madam,

I am [Your Name], son/daughter of [Father's/Mother's Name], who completed [Name of Course/Examination] from your esteemed institution in the year [Year]. I am writing to formally request the issuance of my duplicate certificate, as the original has been [lost/damaged/stolen].

The details of my original certificate are as follows:

Registration/Enrollment No.: [Your Registration Number]

Roll No.: [Your Roll Number]

Year of Passing: [Year]

Course/Program: [Course/Program Name]

I kindly request you to consider my application and issue a duplicate certificate at the earliest possible. I have attached all required documents for your reference.

I shall be grateful for your prompt assistance in this matter.

Thank you.

Yours sincerely,
[Your Name]
[Contact Number]
[Email Address]

Enclosures:

1. Copy of FIR/General Diary (if applicable)
2. Copy of ID Proof
3. Affidavit (if required)
4. Other supporting documents

Important Notes:

- Always provide accurate details matching your original records.
- Attach relevant supporting documents as per institution requirements.
- Check if an affidavit and FIR copy are mandatory in your case.
- Verify the applicable fee and payment method for issuing a duplicate certificate.
- Contact the institution for additional requirements or procedure updates.