

Date: 25 June 2024

From:

John Doe
123 Main Street,
Springfield,
ZIP Code 123456

To,
The Registrar
XYZ University
456 College Avenue
Springfield,
ZIP Code 123456

Subject: Request for Issuance of Duplicate Certificate

Dear Sir/Madam,

I am writing to formally request the issuance of a duplicate copy of my graduation certificate. I am John Doe, a graduate of the Bachelor of Science program from XYZ University, class of 2022, with roll number 12345678.

Unfortunately, my original certificate has been lost due to unforeseen circumstances despite my diligent efforts to retrieve it. I kindly request you to consider my application for a duplicate certificate. I have attached all necessary supporting documents as per the university's guidelines.

I would be grateful if you could expedite the process and inform me of any further formalities required from my end.

Thank you for your assistance.

Sincerely,
John Doe

Enclosures:

1. Identity Proof
2. Copy of FIR
3. Marksheets Copy

Important Notes:

- Always attach all required supporting documents to avoid processing delays.
- Clearly mention all relevant personal and academic details for verification.

- If applicable, include a copy of the FIR or affidavit for lost certificates.
- Confirm fees and processing time with the concerned authority.
- Keep a copy of your request letter and all enclosures for future reference.