

Application for Character Certificate

To,
The Principal / Headmaster
[School/College/Institution Name]
[Full Address]

Date: [DD/MM/YYYY]

Subject: Application for Issuance of Character Certificate

Respected Sir/Madam,

I am [Your Full Name], son/daughter of [Father's/Mother's Name], and I have been a student of your esteemed institution since [Year]. My roll number/student ID is [Your Roll No./ID]. I have recently completed my studies in [Class/Course/Department] and require a character certificate for [purpose, e.g., admission/job/scholarship, etc.].

I kindly request you to issue me a character certificate stating my conduct and behavior at your institution. I have always tried to maintain high standards of discipline and have not been involved in any sort of misconduct during my time here.

I shall be grateful if you could kindly consider my request at the earliest.

Yours sincerely,
[Your Full Name]
[Class/Course]
[Contact Number]
[Email Address]

Important Notes:

- Always provide accurate personal and academic details.
- Mention the specific reason for requesting the character certificate.
- Be respectful and formal in your language and tone.
- Double-check for spelling, grammar, and completeness before submission.
- Attach any required supporting documents, if necessary.