

From: Mr A,  
XYZ Hostel Block,  
Bangalore – 560001

Date: xx/xx/xxxx

To: The Registrar / Principal  
XYZ University,  
Bangalore – 560001

Dear Sir / Ma'am,

Sub: Application for Bonafide Certificate

My name is A and I am enrolled in \_\_\_\_ course in your esteemed college. My personal details have been reproduced below:

Name: Mr A

Father's Name: Mr P

Mother's Name: Mrs Q

Date of Birth: xx/xx/xxxx

Course studying: \_\_\_\_\_

Roll No.: 123456

Address: 001, PQR Apartments, Bangalore – 575001

Ph. No.: xxxxxxxxxx

I request you to please issue a bonafide certificate from your esteemed institution as I would need it for \_\_\_\_\_ purpose. I have attached my photograph and copies of College ID card, Aadhar card, 10<sup>th</sup> std. marks sheet, 12<sup>th</sup> std. marks sheet and school leaving certificate.

You are requested to issue the certificate as soon as possible.

Thanking you,

Yours Faithfully,

Mr A