

To
The Dean Academic
NIT Rourkela
Odisha, 769008

DATE: 21/06/18

Subject: Application for Provisional Certificate

Respected Sir,

It is stated that I have completed my Bachelor's Degree this year from this prestigious institution. I have got the transcript and all the clearance dues as well. Sir, As I unable to receive to right now and I required it as soon as possible As I am in company now and my company is asking for it I have promised them that I will submit in one week so I am sending my friend (Kuldeep Singh ,Roll No-114CS0360) on the behalf of me to collect certificate.

I therefore request you to please issue me a provisional certificate of qualification so that I may submit on time. Mentioned below are my roll number for your perusal.

Thanking you,

Yours sincerely,

Name: Amit Kumar Manjhi

Roll No: 114CS0107