

Dear Sir/Madam,

I am Aakanksha Balasaheb Borude, a B.E. Computer Engineering graduate from MGM CET, passed out in the year 2025. I am writing this email to kindly request the issuance of my Course Completion Certificate.

I require this certificate on an immediate basis for job-related documentation and further employment formalities. Hence, I request you to please issue the Course Completion Certificate at the earliest to help me proceed with the process without delay.

I have attached the duly filled Course Completion Certificate form for your kind reference. Please let me know if any additional documents or information are required from my side to complete this process.

I shall be grateful for your prompt support and cooperation. Looking forward to your response.

Thanking you.

Yours sincerely,

Aakanksha Balasaheb Borude

B.E. Computer Engineering (2025)