

Date: 10 February 2026

To
The Director
MGM College of Engineering and Technology
Kamothe, Navi Mumbai – 410209
Maharashtra

Subject: Application for Issue of Course Completion Certificate

Respected Madam,

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

I require the above-mentioned certificate on an immediate basis for job-related documentation and employment formalities. The certificate is essential for me to proceed further with the joining and verification process.

I have enclosed the duly filled Course Completion Certificate application form for your kind reference. Kindly let me know if any additional documents or formalities are required from my side to complete the process.

I shall be highly grateful for your kind support and request you to please consider my application at the earliest.

Thanking you.

Yours faithfully,

Aakanksha Balasaheb Borude
B.E. Computer Engineering (2025)
MGM College of Engineering and Technology