

Practical no 4
Writing Email



66_FYCS_SANTOSH VISHWAKARMA <santoshvishwakarma0811@gmail.com>

Sub: Requesting for Bonafide Certificate

66_FYCS_SANTOSH VISHWAKARMA <santoshvishwakarma0811@gmail.com>
To: santoshvishwakarma811@gmail.com

Tue, Mar 9, 2021 at 3:55 PM

Respected Sir/Mam,

I am Santosh Vishwakarma son of Mr.Indra Pratap Vishwakarma, studying Bachelor of Science in Computer Science at Nagindas Khandwala College need a Bonafide Certificate to apply for my Passport.

So, I kindly request you to issue me a Bonafide Certificate at the earliest.

Here are my details,

Name:- **Santosh Vishwakarma**
Roll no:- **66**
Division:- **A**
Class:- **First Year B.sc (CS)**

Thanking you,

Yours Faithfully,
Santosh Vishwakarma