

Sayed Momin Hussain

187, Room No.

Zawriwala Chawl, Mahim East

Mumbai – 400016, India

7666519002

24 Feb,2025

To,

The Principal

Canossa High School

M.M. Chotani Road, Mahim

Mumbai – 400016, India

Subject: Request for Leaving Certificate

Respected Sir/Madam,

I hope this letter finds you well. I am writing to formally request the Leaving Certificate for my child, **Sayed Azghar Hussain**, who was a student at your esteemed institution.

He left the school in the year **2015**, and due to certain circumstances, we were unable to collect the Leaving Certificate at that time. As we now require this document, I kindly request you to issue the Leaving Certificate at the earliest

I kindly request you to issue the Leaving Certificate at the earliest. Please inform me if any formalities need to be completed.

Your Sincerely,

Sayed Momin Hussain