Respected Sir/Ma’am,

I, **S Charan** s/o of K R Subramanyam, Roll No. **17F41A0476** is a student of \_B.Tech (Electronics and Communication Engineering) at your esteemed Kuppam Engineering College. This is to request you to issue me a Backlog Certificate as I require it to apply for on boarding in Company. The details of my backlogs are as follows:

|  |  |  |
| --- | --- | --- |
| Semester | Passing Year [Expected] | Passing Year |
| Semester II | May 2018 | Dec 2019 |
| Semester V | Nov 2019 | Oct 202 |

Please issue the backlog certificate at the earliest.

Yours Sincerely,  
\_\_\_\_\_ (Name)