01/17/2020

Accenture Inc.

Background Check and Onboarding Team

Mandaluyong, Philippines

Dear Sir/Madam,

I cannot provide a copy of my **Certificate of Graduation** from <name of School> at the moment because:

|  |  |
| --- | --- |
|  | Document is in process/ not yet available |
|  | Document is lost and could no longer be found |
|  | Destroyed by flood/fire |
|  | I have outstanding balance with the school |
|  | Others: *<Please specify document.>* |

I am in the process of requesting another copy of the document, however the release of the document will take some time. In lieu of the Certificate of Graduation, I will first submit the Certificate of Graduation claim stub as proof of my compliance on or before 01/24/2020, and submit the actual Certificate of Graduation on its release date.

I am fully aware that any delay in the submission of my pre-employment requirements may impact my start date.

Hoping for your consideration.

Regards,

Name Over Signature