**Company Letterhead**

**To**

**The Chairperson**

**Bristol Canoe University**

**California, United States of America**.

**Subject**: Experience certificate for girls’ hostel warden

Respected Madam,

With due respect, I am here to state that I am warden of girl’s hostel that is in the premises of this valued university, and I had served this hostel for more than thirty years. I came here when I was at the prime of my youth and passionate about my career, but now I am old and fragile. I cannot come in this harsh season on daily basis and my retirement is nearing as well. So, I wanted you to please issue me a well deserving experience certificate. Please mention accurate date of enrolment and the type of services I provided other than the listed duties. I will be grateful, if this task be complete before my retirement date. Thank you

**Yours Sincerely,**

**Ms. Joe Joseph,**

**Date**