

**From,**

**#name**

**#sem**

**#date**

**To,**

The principal

GECI

**Sub:**Request for SSLC Certificate

sir/madam,

I am writing to request a copy of my Secondary School Leaving Certificate (SSLC) from **#name\_of\_college**. I completed my SSLC examinations in **#year** and successfully passed all the required subjects. I am in need of the SSLC certificate for **#reson**.

I kindly request you to provide me with the SSLC certificate at your earliest convenience. I am aware that there may be a processing fee involved, and I am prepared to pay any required charges. If there are any specific documents or forms that I need to submit along with this request, please let me know. I have attached a copy of my identification card and any other supporting documents that may be required.

Thank you for your attention to this matter. I look forward to your prompt response and the successful issuance of my SSLC certificate.

**#extra**

Yours sincerely,

**#name**