1. Request a letter experience certificate from tcs
2. Request a letter Internship certrificate
3. Request a letter for mismatch name in Transfer certificate.
4. Request a letter recommendation letter.
5. **Request for Fresher’s Day Celebration**

**From**

Mohammed Majeed J

I-MCA

Department of Computer Science,

Periyar University, Salem.

**To**

Head of the Department

Department of Computer Science,

Periyar University, Salem.

**Respected Sir,**

**Sub**: regarding a request of Fresher’s day for our University fresher’s students.

We kindly request your approval for this event and any guidance or resources the department could provide to help us successfully. We request for our students to conduct this FRESHER’S DAY program in our university for first year students.

Thank you for considering our request. We look forward to your positive response.

**Date:**  **Yours faith fully,**

**Place:** Mohammed Majeed J

1. **Experience Certificate from TCS**

**From:**  
 Mohammed Majeed J

157/65 Periyar Salai

Chennai

**To:**  
 The HR Manager,

Tata Consultancy Service(TCS)

Chennai.

**Respected Sir/Madam,**

**Subject:** Request for Issuance of Experience Certificate

I am Mohammed Majeed J, who was employed as an in Software Developer at TCS from [01-08-2024] to [01-09-2025]. I kindly request you to provide my experience certificate for the duration of my service. This certificate is essential for my academic and professional records. I would be grateful if you could process my request at your as soon as possible.

Thank you

**Date:** 10-11-2024 **Yours Sincerely,**  
**Place:** Salem Mohammed Majeed J

1. **Request for Internship Certificate**

**From**

Mohammed Majeed J

I-MCA

Department of Computer Science

Periyar University Salem.

**To**

The HR Manager

Infosys

Chennai.

**Respected Sir,**

**Subject:** Request for Issuance of Internship Certificate

I am Mohammed Majeed J, a student of I-MCA from Periyar University, Salem. I successfully completed my internship at your organization from [01-08-2024] to [01-09-2024]. I kindly request you to issue my internship certificate, which is required for academic submission and record purpose. I would be grateful if you could process my request as soon as possible.

Thank you

**Date: Yours faithfully,**

**Place:** Mohammed Majeed

1. **Name Correction in Transfer Certificate**

**From:**

Mohammed Majeed J

I-MCA  
Department of Computer Science  
Periyar University, Salem

**To:**  
 The Principal

Government boys hr sec school

Salem.

**Respected Sir**

**Subject:** Request for Correction of Name in Transfer Certificate

I am Mohammed Majeed J, student of your institution. I have noticed a mismatch in my name on the issued Transfer Certificate the incorrect name **(Moham majeed)** whereas the correct name is Mohammed Majeed J as per official records. I kindly request you to issue a corrected Transfer Certificate as soon as possible. I have attached relevant documents (Aadhaar etc.) for verification.

Thank you

**Date: Yours Faithfully,**

**Place:** Mohammed Majeed

1. **Request for Recommendation Letter**

**From:**

Mohammed Majeed J  
 I-MCA  
 Department of Computer Science  
 Periyar University, Salem

**To:**

The Head of the Department  
 Department of Computer Science  
 Periyar University, Salem

**Respected Sir,**

**Subject:** Request for a Letter of Recommendation

I, Mohammed Majeed J, a student of I-MCA from Periyar University Salem that I kindly request you to provide me with a recommendation letter for higher studies of **ph.d** that I believe your recommendation would add great value to my application. I would be glad to provide any necessary information or documents you require.

Thank you

**Date: Yours Sincerely,**

**Place:** Mohammed Majeed