Raghavendra R.N
Section A2, 6th Semester
Dept. of Computer Science
AIET, Gulbarga

February 15, 2015

The HOD
Dept. of Computer Science
AIET, Gulbarga

Respected Sir,

Sub: Request to issue original SSLC marks sheet for passport application

I have recently applied for the Indian Passport and as per the application guidelines I am required to present my SSLC marks sheet in original for verification. Hence, I kindly request you to issue me the same in the earliest. Thank you for your prompt assistance.

Yours sincerely,

Raghavendra R.N
USN: 3AE12CS058