

**Date:-.....**

**To**

The Principal-in-Charge,  
Murshidabad College of Engineering and Technology,  
Berhampore, Murshidabad - 742102

**Subject:** Request for Issuance of 7th Semester Marksheet

**Respected Sir/Madam,**

I, Kausik Debnath a former student of **Murshidabad College of Engineering & Technology**, have completed my **B.Tech in Computer Science and Engineering** (University Roll No. : 10600118028, Registration No. : 181060110016) under MAKAUT. I have received my marksheets for all other semesters along with my degree certificate, except for my 7th semester marksheet.

Upon inquiry, I was informed that the college has not yet received my 7th semester marksheet from the university. As I need to submit all my academic documents for background verification at my new workplace, I kindly request you to take the necessary steps to obtain my 7th semester marksheet from MAKAUT at the earliest.

I would be grateful for your prompt assistance in this matter. Please let me know if any further formalities or documents are required from my end. You may contact me at 9093306434 or [kausikdebnath1920@gmail.com](mailto:kausikdebnath1920@gmail.com) for any updates.

**Thank you for your time and support.**

Yours sincerely,

Kausik Debnath  
University Roll No. : 10600118028  
Registration No. : 181060110016  
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