To

The Principal

LA Grandee International College

Simalchaur, Pokhara

Subject: Request for letter of recommendation

Dear Sir,

I have decided to pursue my career in data science abroad. For the purpose i require to have a recommendation letter from head of the college. So with due respect, i would like to request a recommendation letter from you.

I would be applying for different colleges starting tuesday 28 November, I would be very grateful if you could provide me the recommendation letter till then.

My reference

Name: Sapna Baniya

PU registration Number: 2018-1-53-0129

BCA

Hoping for positive response from you.

sincerely,

Sapna Baniya