From

Sarathkumar .p

Gowtham tech company,

Salem

To  
 The HR Manager,

Gowtham Tech Company,  
Salem.

Respected Sir/Madam,

Subject: Request for Experience Certificate

My name is Sarathkumar. I worked in the Developing Department at Gowtham Tech Company, Salem.

I have 3 years of experience , Working on a cricket streaming application 1 year(June 2022 to June 2023 ) , working with AI technology to find diseases in the human body 2 years (2023 July to 2025 July )

I kindly ask you to give me my experience certificate. It will help me in my future job.

Thank you for your support.

Yours faithfully,  
Sarathkumar

From

Sarathkumar .p

Gowtham tech company,

Salem

To  
 The HR Manager,

Gowtham Tech Company,  
Salem.

Respected Sir/Madam,

Subject: Request for Internship Certificate

My name is Sarathkumar. I did my internship in the Developing Department at Gowtham Tech Company, Salem.

During my internship, I worked on a cricket streaming platform 1 year (2024 July to 2025 July), This internship gave me good experience and improved my skills in software development

I kindly ask you to give me my experience certificate. It will help me in my future job.

Thank you for your support.

Yours faithfully,  
Sarathkumar

From

Sarathkumar .p

Gowtham tech company,

Salem

To  
 The HR Manager,

Gowtham Tech Company,  
Salem.

Respected Sir/Madam,

Subject: Recommendation for Majeed

I am writing this letter to recommend Majeed , who has 3 years of experience in the software development field. I have worked with him and seen their skills and dedication closely.

He has good knowledge in web development, and works well in a team. I believe he will be a great employee to your company.

I kindly request you to consider him for suitable job opportunities in your company.

Thank you for your support.

Yours faithfully,  
Sarathkumar

From

Sarathkumar .p,

Periyar University ,

Salem.

To  
 The Controller of Examinations,  
 Periyar University,  
 Salem.

Respected Sir/Madam,

Subject: Request for Correction of Name in Degree Marksheet

I am Sarathkumar, a student of MCA , Periyar university , 2025-2027.

In my degree marksheet, my name is printed wrongly as sarath . My correct name is Sarathkumar.

I kindly request you to correct my name and give me a new marksheet with the correct name.

I am attaching:

* A copy of my Aadhar card / school certificate (for name proof)
* A copy of the marksheet with the wrong name

Thank you for your support.

Yours faithfully,  
Sarathkumar

From

Sarathkumar .p,

Periyar University ,

Salem.

To  
 The Principal,  
 Periyar University ,

Salem.

Respected Sir/Madam,

Subject: Request to Conduct a Symposium

I am Sarathkumar, a student of Computer Science Department . I kindly request your permission to conduct a symposium in our college.

We are planning to do this program on 06-08-2025 at Auditorium

This program will help students learn new things and improve their skills. We will follow all college rules during the event.

Please give us your permission to conduct the symposium.

Thank you.

Yours faithfully,  
Sarathkumar