

Date: 10/04/2025

To

The Principal
Srinivasa Institute of Engineering and Technology
Cheyyeru.

Subject: Request for Return of Original Certificates for Passport Verification

Respected Sir,

I am K Vijay Babu, currently working as an Assistant Professor in the AI&ML at **Srinivasa Institute of Engineering and Technology**.

I am writing to kindly request the return of my original academic certificates that were submitted to the institution at the time of joining. I require these documents urgently for **passport verification purposes**. The authorities have scheduled the verification process, and I am required to present my original certificates as part of the documentation.

Thank you for your understanding and support.

Yours sincerely,

K Vijay Babu

Assistant Professor

Department of AI&ML