

For Passout Student

**Principal,
Amritsar Group of Colleges,
Amritsar.**

(Through Head, Deptt. of _____)

Respected Sir,

I am a passed out student of your College in B.Tech()/
M.Tech()/MCA/MBA/BHMCT/BCA/B.Com/BBA/B.Sc(Agriculture)/B.Pharmacy/D.Pharmacy
Batch _____ under College Roll No. _____ and University Roll No. _____.

I shall be grateful if you could kindly arrange to issue me a Bonafide Certificate/Provisional Certificate/Character Certificate/Backlogs Certificate/NOC for Transcripts/NOC for Degree/NOC of Migration/NOC for PDC/DMC(Self or College)/Duplicate DMC etc. (tick the document required) as early as possible please.

Yours sincerely,

Dated _____

Name _____

S/D/o _____

Contact No. _____

Recommendations of the Head of Deptt.

**Accounts Branch
(with stamp)**