

APPLICATION FOR LEAVING CERTIFICATE

From: _____

Contact No: _____

Date: _____

To,
The Headmistress
Vidhya Vihar Primary/High School
Thana — Cortalim

Subject: Application for Leaving Certificate

Dear Madam,
Kindly issue me a leaving certificate for my son/daughter

Details are given below:

Reason for Leaving: _____

Presently studying in class: _____

Date of Birth: _____

Kindly do the needful.

Thanking you,
Yours faithfully,

(_____)
**Parent's Name & Surname
with signature**

<u>For Office Use:</u>
GR. No. _____
Attendance _____
Progress _____
Conduct _____