

To

The Controller of Examination
Central University of Jharkhand
Cheri-Manatu, Ranchi

Subject: Application for Issuance of certificates regarding.

Respected Sir,

I, (Name in Hindi).....

(Name in English).....

Father's NameMother's Name.....

Registration No.....Batch (Session).....

Name of Programme/Course.....

Name of Department.....

Request to Issue the following certificates:-

a)

b)

c)

d)

e)

f)

Give a tick mark as applicable and write the details below:

(Fee Details if applicable / Fee details with copy of FIR if applicable for Duplicate certificates.)

.....

Yours Sincerely,
(Name of Student with Signature &date)

(Recommendation with Signature of the H OD/Coordinator)