

COVERING LETTER FOR TRANSFER CERTIFICATE

From

Name :.....,
S/O / D/O :.....,
Roll No :.....,
Year & Dept :.....,
Government College of Engineering,
Bodinayakanur.

To

The Principal,
Government college of Engineering,
Bodinayakanur.

Respected Madam,

Sub: Request for Transfer certificate – Reg.

I Son/Daughter of
....., pursuing (I / II / III / IV) Year BE
Degree in Department would like to request a
Transfer certificate on (Completion of Course / Discontinue my studies due to
.....) So, Kindly provide me with the
Transfer certificate and I have cleared all my dues.

Thanking You

Enclosure:

1. No dues form
2. Proof for Discontinue of Studies

Date:

Yours Faithfully

/Submitted to the Principal/

Remarks on Conduct and Character: Good / Satisfactory

Faculty advisor

HOD