

REQUEST FOR PROVIDING LETTER OF RECOMMENDATION AND TRANSCRIPT

To

Director/Center Head

Subject : Request for Providing LOR and Transcript

Dear Sir/Madam

I,..... parent of
..... Enrollment No..... Roll no.....Year..... Class.....

would request you to provide LOR and Transcript for my ward.

To help him/her succeed in getting admission in college/course of his/her choice, there are certain documents and recommendations required from the Center/Institute's end. I request the center/institute to provide the required documents as mentioned below.

- The Course opted for :
- The Country (s) opted (If applicable):
- Colleges applied (if known):
- Educational Consultant you are seeking assistance/guidance from (If any):
- The documents required from the School/Institute
 1.
 2.
 3.
 4.
 5.

Thank you,

Yours sincerely,

(Name & signature of Parent)

Date of Submission:.....

Address:.....

.....

Contact No:.....

