

REQUEST FOR PROVIDING LETTER OF RECOMMENDATION AND TRANSCRIPT

To

The Principal

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 School's end. I request the school/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:.....