

<Date>

To,

<Name of Principal>

< Name of School >

<Complete School Address>

Respected Madam,

When I joined the institute in <Year of Joining>, I had provided my birth certificate's original copy along with other documents in the office.

As I am planning to apply for my passport soon, would request you to please return me the same. Alternatively, you may issue me an attested copy of the document.

Thanking you,

With Warm Regards,

<Applicant's signature> <Applicant's Full Name>