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| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |

*12 Downing street,  
London, UK*

*(Sender’s address along with the PIN Code)*

*April 2nd, 2021 (Date)*

*Principal,  
Modern High School,  
London*

*(Receiver’s address along with the PIN Code)*

*Subject: Obtaining a graduation certificate of appreciation*

*Sir,*

*I am a former student of your school/ college with the roll number 12345. I graduated in 202X. I am writing this letter to obtain a certificate of appreciation from your worthy self.*

*I have been a loyal and hard-working student for your school for the last 10 years. I have participated in every Annual Function and every Sport meet with utmost zeal.*

*I was the Head Boy of your school for the session 2019-2020. I upheld all the principles with sincerity and honesty. I really cherish the time I spent in school, it made me the man I am today.*

*I am going abroad for my further studies and I need a certificate of appreciation for that. Please arrange an appointment for the next week so that I can come and collect the certificate. I will be highly obliged.*

*I have attached my details with the letter. I hope you grant me my wish.*

*Thanking you,*

*Yours Sincerely,  
XYZ  
(Your Name)*