

MAIL to SELF

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)