|  |  |
| --- | --- |
| ***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 student of your college. I am pursuing English Literature Hons. I am writing this letter to request you to please give me a certificate of appreciation.*

*I am the captain of our college’s debate society. I have won numerous prizes for our college and for the state as well. I have a passion for writing and my work often gets published in a student magazine.*

*I am applying for a media house and they need a certificate of appreciation. It will add value to my Resume and it will reflect the hard work I have put into my college life all these years.*

*I will be highly obliged if you give me a certificate for the same. I can come and collect it personally.*

*I am attaching my further details with the letter for clarification.*

*Looking forward to a positive reply.*

*Yours faithfully,*

*XYZ
(Your Name)*