

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)