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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,*

*This is to state that I am XYZ, a student in your college. I am studying engineering and I wish to make cars in the future.*

*I am applying in a car manufacturing and I need to appear for the interview for the same. It is of utmost importance to me to get a certificate of appreciation for the hard work I have put into my student life all these years. It will be really helpful if you look into the matter and get the certificate made as soon as possible.*

*I have attached my details with the letter. I am also attaching my contact details. Please let me know once the certificate is made, I will personally come and collect it. I also wish to meet you before I leave for work, sir.*

*Looking forward to a positive reply.*

*Yours Sincerely,*

*XYZ*

*(Your Name)*