

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,

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)