

*12 Downing street,*

*London, UK*

*(Sender's address along with the PIN Code)*

*April 2<sup>nd</sup>, 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 writing this letter in good faith. I am a student of Commerce in your college. I am the president of the Commerce Society too.*

*I am going to pursue my further studies abroad. For that, I need a certificate of appreciation to add weight to my CV and Resume. I have topped the University last year and my academic record is impeccable. My roll number is 123456 for further reference.*

*I will be highly obliged if you give me the required certificate. I have always held you in good esteem.*

*I have attached all my details with the letter.*

*Looking forward to a positive reply.*

*Yours Sincerely,*

*XYZ*

*(Your Name)*