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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,*

*I am a student of your college. I am the captain of the Cricket team of our college. I am writing this letter in the hope of obtaining a certificate of appreciation from the college.*

*I have always been a loyal and honest student of the college. All these years, I have tried to do well in the studies as well as sports. Now, I am applying for specialisation in Sports and Physical Education abroad. I need a certificate to add value to my CV.*

*I will be highly obliged if you help me with it. I am sending a copy of this letter to the administrative block of the college too.*

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

*Looking forward to a positive reply.*

*Yours Sincerely,*

*XYZ (Your Name)*