

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)