

Application For Obtaining Degree Certificate

To,
The Vice Chancellor,
Sri Guru Teg Bahadur Khalsa College,
Delhi University,
Delhi.

Subject: Request for Obtaining Degree Certificate.

Respected Sir/Madam,

Respectfully, it is said that I completed my bachelor's degree in Business Economics from this distinguished college and would like to obtain my degree certificate. Due to some personal reasons, I could not attend the convocation ceremony, and I am left to collect my degree certificate. I am writing to inform you that I was a student at your college during the 2010 academic year. My details are as follows:

Student Name: Lovlish Garg

Father Name: Rajesh Garg

Course: Bachelor of Business Economics (BBE)

Year of Passing: 2010

I humbly request that you to please issue my degree certificate as soon as possible.

Thanking you.

Yours Sincerely,



Signature

(Lovlish Garg)