



Write a letter to the Principal Request for Issue of a Testimonial

10, Civil Lines,
Saharanpur,
U.P,

20th August 20..
The principal,
Guru Nana College,
Ambala

Subject: Request for issue of a testimonial

Sir,

I may submit the I studied in your college for five years from 2004 to 2009. I took my M.A degree in English from your college in march 2009. I was the best Athlete and the Head boy of the college. I was also a member of the college football eleven. I also took a keen interest and participated in all the co-curricular and extracurricular activities of the college.

I was the secretary of the sports club of the college and the president of the students union. I had brought laurels to the college as the best speaker and debater many a time.

Therefore, I request you to provide me a testimonial including the details of my performance.

Thanking you in anticipation
Yours Faithfully
Pawan/Priyanka