

To
The Controller of Examinations
Tripura University
Agartala

Date: _____

Through the Principal - Ambedkar College, Fatikroy

Subject: Regarding Non-Receipt of Certificate

Sir,

I am a student of Ambedkar College, Fatikroy, currently enrolled in _____ (Course Name), _____ Semester, bearing University Roll Number _____ and Registration Number _____, Enrollment Number _____.

I would like to bring to your kind notice that I have not yet received my original certificate, despite the completion of my course and declaration of results on _____ (Date) for _____ Examination.

I have contacted the college office regarding the same, but the certificate has not been issued to me so far. The delay is causing inconvenience, as the certificate is required for _____ (higher studies/employment/verification purposes).

I kindly request you to look into the matter and arrange for the issuance of my certificate at the earliest.

I shall be highly obliged for your kind support and prompt action in this regard.

Thanking you.

Yours sincerely,

Name: _____
Course & Semester: _____
Roll Number: _____
Enrollment Number: _____
Contact Number: _____

(FOR OFFICE USE)
Ambedkar College
A Govt. Degree College Affiliated to Tripura University

Forwarded to the Controller of Examinations, Tripura University, Agartala, for necessary action.

The particulars of the student (Name: _____, Course: _____, Semester: _____, Roll No.: _____, Enrollment No.: _____) have been verified and found correct as per college records.

It is hereby certified that the student has successfully completed the course and is eligible for issuance of the original certificate. However, the certificate has not yet been received by the student.

The matter may kindly be considered, and necessary action may be taken for issuance of the certificate at the earliest.

Date :
Place :

Signature of Principal
(Seal of the College)

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