

To  
The Controller of Examinations  
Tripura University  
Agartala

Date: \_\_\_\_\_

Through the Principal - Ambedkar College, Fatikroy

**Subject: Regarding Non-Receipt of Marksheet**

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 marksheet for the \_\_\_\_\_ examination held on \_\_\_\_\_, although the results have already been declared.

I have checked with the college office, but I have not been able to obtain my marksheet so far. This delay is causing inconvenience in my academic and further admission/employment processes.

I kindly request you to look into the matter and arrange for the issuance of my marksheet 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**

**File No –No.F.2(23)/AC/FR/Estt/Misc/2026 \_\_\_\_\_, Dated \_\_\_\_\_**

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

The particulars of the student (Name: \_\_\_\_\_, Course: \_\_\_\_\_, Semester: \_\_\_\_\_, Roll No.: \_\_\_\_\_, Enrollment No.: \_\_\_\_\_) have been verified and found correct.

It is also certified that the student appeared but have not yet received his/her marksheet for the \_\_\_\_\_ examination held on \_\_\_\_\_, although the results have already been declared.. The college records confirm that the student has fulfilled all academic requirements, including attendance, internal assessments, and examination participation.

The matter may kindly be looked into and necessary action may be taken for issuance of the marksheet at the earliest.

Date :  
Place :

Signature of Principal  
(Seal of the College)

To

OFFICE COPY

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Roll Number: \_\_\_\_\_

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