

Name of student:
Department (course):
Enrollment no:
District:
Contact no:

To,
The Principal,
Government Polytechnic for Girls,
Ahmedabad

Subject: Regarding issuing of MOI Certificate

Respected Sir,

In reference to the subject, I am a bonafide student of this institute. I have completed my Diploma in _____ (Enrollment number _____) in year _____. My diploma certificate number is _____.

For the purpose of _____, I am required to submit MOI Certificate. I hereby request you to kindly issue MOI certificate. I assure you that I will use it only for the said purpose.

Thanking you.

Yours faithfully,

Forwarded through HOD

Enclosures:

- i) Copy of college I-card
- ii) Copy of Diploma certificate
- iii) Copy of GTU grade history