

Application for Reference/Recommendation Letter

From,

Date:

Name:

Admission No:

University Reg. No:

Programme:

Batch:

Phone No:

E-mail ID:

To,

.....
.....
.....

Sir,

Sub: Application for Reference/Recommendation Letter

I S/o, D/o

I am writing this letter in the hope that you will be willing to issue a Letter of Recommendation for (purpose in detail)

The designation and address to be mentioned is

Sincerely

Name:

Signature:

(NB: * Attach copies of Grade Card and Relevant certificates along with the Application.)