

REQUEST FOR PROVIDING LETTER OF RECOMMENDATION AND TRANSCRIPT

To

Director/Center Head

Subject : Request for Providing LOR and Transcript

Dear Sir/Madam

I,..... parent of
..... Enrollment No..... Roll
no.....Year..... Class..... would request you to provide LOR and
Transcript for my ward. To help him/her succeed in getting admission in college/course of his/her
choice, there are certain documents and recommendations required from the Center/Institute's end.
I request the center/institute to provide the required documents as mentioned below.

The Course opted for :

- The Country (s) opted (If applicable):
- Colleges applied (if known):
- Educational Consultant you are seeking assistance/guidance from (If any):
- The documents required from the School/Institute

1. _____
2. _____
3. _____
4. _____
5. _____

Thank you,

Yours sincerely,

(Name & signature of Parent)

Date of Submission:.....

Address:.....

.....

Contact No:.....

