

## REQUEST FOR PROVIDING LETTER OF RECOMMENDATION AND TRANSCRIPT

To

The Principal

### 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 School's end. I request the school/institute to provide the required documents as mentioned below.

- The course opted for:.....
- The country (s) opted (if applicable).....
- College applied (if known):.....
- Educational consultant you are seeking assistance /guidance from (if any).....
- The document required from the school / institute
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_

Thank you

Yours sincerely,

(Name & signature of Parent) Date of Submission:.....

Address:.....

Contact No:.....