



Matoshri Shaikshanik Pratishthan's
RAJIV GANDHI COLLEGE OF ENGINEERING, KARJULE HARYA

(APPLICATION FOR LEAVING CERTIFICATE & PENDING DOCUMENTS)

To,

Date:

The Principal,

Rajiv Gandhi College of Engineering,

Karjule Harya, Tal.-Parner,

Dist.-Ahmednagar,

Pin:414304.

Sub: About to receive Leaving Certificate and Educational Documents

Applicant Name: _____ **Class:** _____

Respected Sir,

With due respect, I would like to state that I have completed my Course Name: BE Mechanical/ BE Electrical/ BE Computer/ BE E & TC from your Rajiv Gandhi College of Engineering in the Exam of May ____/ Oct _____. I have no pending dues to clear.

Therefore, I request you to kindly issue me Leaving Certificate and Pending Documents. I will be really obliged to you.

Thanking You!

Yours Sincerely,

(Mr/Ms. _____)

(Mobile No.: _____)

Account Section	Scholarship Section	Head of Department	Examination Department	Library	TPO

Remark: _____

Office Superintendent

Principal