

REQUEST FOR PROVIDING LETTER OF RECOMMENDATION AND TRANSCRIPT

To

The Principal

The Heritage School,

Rohini, New Delhi – 110085

Subject : Request for Providing LOR and Transcript

Dear Madam

I,..... parent of studying in Class.....Section.....Admn. no.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 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
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Thank you,

Yours sincerely,

(Name & signature of Parent)

Date of Submission:.....

Address:.....

.....

Contact No:.....

APPLICABLE ONLY FOR STUDENTS STUDYING IN CLASS XII