

To  
The Centre-in-Charge  
*(Name & Address of your YCTC)*

Date : \_\_\_\_ / \_\_\_\_ /20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub.:** Application to obtain a **Provisional Certificate.**

Respected Sir,

With due respect I beg to state that

I am studying in \_\_\_\_\_ Course and required a Provisional Certificate *(resons)* \_\_\_\_\_

I have completed \_\_\_\_\_ Course and not yet got the Transcript / Certificate,

So, please issue the same on my favour.

**I agreed that more than One Provisional Certificate will not be issued in my favour.**

Thanking You.

*Yours faithfully,*

\_\_\_\_\_  
(Full Signature of the Student)

|  |
|--|
| Forwarded by the Class<br>Teacher<br><br>_____<br><br>On _____ |
|--|

Name of the Student: \_\_\_\_\_  
Registration No. \_\_\_\_\_  
Batch \_\_\_\_\_  
Course \_\_\_\_\_  
Session \_\_\_\_\_

|   |   |
|---|---|
| Provisional Certificate Received by<br><br>_____<br>Full signature of the Student<br>On _____ | Issued by:<br><br>_____<br><br>On _____ |
|---|---|