

To,  
The Director,  
University Polytechnic,  
BIT, Mesra

Date: \_\_\_\_\_

Subject: Request to issue provisional certificate in person/ via email(tick mark which in applicable)

Sir,  
I have completed my Diploma in (Automobile/Computer/EEE/Electronics/Manufacturing/Mechanical Engineering)/B.Sc. degree in (Medical Lab. Technology) in June, 2020.

I request you to kindly issue my final semester Grade Card and provisional certificate.

I want to receive documents in person/ via email.

Yours sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Encl:

1. Scanned copy of filled "NO DUES" form
2. Scanned copy of ID card