

To

The Dean/Department Head,

University Name,

[Address of Institute]

Date: __/__/__

Subject: Application for the issue of Provisional Certificate

Respected Sir/Madam,

This is to bring to your kind notice that I, **[Your Name]**, student of **[Department Name]** have completed **[Degree]** in **[Course]** this year. To pursue higher education, I am in need of a provisional certificate. I would be grateful to you if you could issue the same so that I can apply to universities without any delay.

Thanking You,

Yours Sincerely,

[Name]

[Enrollment ID]