

VANIJYA MAHAVIDYALAYA

Patna University, Patna

FORMAT OF TRANSFER / CHARACTER CERTIFICATE

To,

Date

The Principal,
Vanijya Mahavidyalaya,
Patna University,
Patna-800005

Sub.: **Request for issuing/returning documents.**

Sir,

I am in need of the following documents.

I, therefore, request you to be kind enough to issue/return the following documents:

Documents Required

	Class	Class Roll No.	Session
a) Character Certificate			
b) College Leaving Certificate			

Yours faithfully,

Name :

Father's Name :

Mother's Name :

Address :

.....

Mobile No. :