

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Principal/Manager

[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Subject: Application for Bonafide Certificate

Dear [Principal's/Manager's Name],

I hope this letter finds you well. I am [Your Name], a [your class/year/course] student at [Institution/Organization Name]. I am writing to request a bonafide certificate for [brief reason for needing the certificate, e.g., applying for an internship, scholarship, etc.]. The bonafide certificate is essential for [explain briefly why the certificate is needed]. I kindly request you to issue the certificate at your earliest convenience. Below are my details for your reference:

- Name: [Your Name]
- Roll Number/ID: [Your Roll Number/ID]
- Course/Program: [Your Course/Program]
- Duration of the Course: [Start Date - End Date]

I would appreciate your support in this matter and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]