

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

[Recipient's Name]
[Recipient's Designation]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Subject: Request for Bonafide Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a Bonafide Certificate from [Institution/Organization Name] for the purpose of [state the purpose, e.g., applying for an internship, scholarship, etc.].

I am currently enrolled in [Your Course/Program] at [Institution Name] and my roll number is [Your Roll Number]. The certificate will be used for [specific reason or requirement].

I would greatly appreciate your assistance in processing this request at your earliest convenience. If you require any further information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Enrollment Number] (if applicable)