

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

To,

The Principal/Head of Department

[School/College Name]
[School/College Address]
[City, State, Zip Code]

Subject: Request for Issue of SSC Certificate

Respected Sir/Madam,

I hope this letter finds you in good health. I am [Your Name], a former student of [School/College Name], having completed my Secondary School Certificate (SSC) in the year [Year of Passing]. My roll number was [Roll Number].

I am writing to kindly request the issue of my SSC certificate, as I require it for [mention the purpose, e.g., further studies, job application, etc.]. I have attached a copy of my identification and any other necessary documents needed for this request.

I would greatly appreciate your prompt assistance in processing my request.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Roll Number (optional)]