

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a Good Conduct Certificate. I have been a student/employee at [Institution/Organization Name] from [Start Date] to [End Date], and I believe that I have demonstrated exemplary behavior and adherence to the values upheld by your institution/organization.

The certificate is required for [mention purpose, e.g., application for further studies, employment opportunity, etc.]. I would be grateful if you could process my request at your earliest convenience, as it is essential for my application.

Please let me know if you require any further information or documentation to facilitate this request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

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