

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

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

Dear [Recipient's Name],

I am writing to formally request the issuance of a Good Conduct Certificate. I have been [briefly explain your association with the organization, e.g., an employee, student, etc.] from [start date] to [end date], and I require this certificate for [mention the purpose, e.g., applying for a job, university admission, etc.].

Please let me know if any further information or documents are required to process my request. I would appreciate your assistance in issuing the certificate at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]