

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Authority's Name]
[Authority's Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Authority's Name],

Subject: Request for Good Conduct Certificate

I hope this letter finds you well. I am writing to formally request a Good Conduct Certificate, as I require it for [mention the purpose, e.g., applying for a job, further studies, etc.].

I have been associated with [mention the institution or organization, if applicable] since [mention the duration], and have maintained a positive record throughout my tenure. Attached to this letter are the necessary documents and identification for your reference.

I kindly ask you to consider my request and issue the Good Conduct Certificate at your earliest convenience.

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]