

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

To,

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

Subject: Request for Bonafide Certificate

Dear [Principal's Name],

I hope this letter finds you well. I am [Your Name], a student of [Class/Grade] at [School/College Name] with Roll No. [Your Roll Number]. I am writing to request a Bonafide Certificate for the purpose of [mention the reason, e.g., applying for scholarships, educational purposes, etc.].

I kindly request you to issue the Bonafide Certificate at your earliest convenience. I appreciate your support and cooperation.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]