

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

To,

The Secretary,
Jharkhand Academic Council,
[Office Address]
[City, Pin Code]

Subject: Application for Migration Certificate

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the issuance of a migration certificate for my academic purposes.

I, [Your Name], son/daughter of [Parent's Name], am a student of [Your School/College Name] and have completed my [Class/Year] in [Year]. My roll number is [Your Roll Number]. Following my completion of studies, I am seeking to migrate to [Name of New School/College/University] for further studies.

I kindly request you to process my application for the migration certificate at your earliest convenience. I have enclosed all the required documents along with this letter for your reference.

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

Yours sincerely,

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