

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

To,

The Registrar,
Lucknow University,
[University Address]
[City, State, Zip Code]

Subject: Application for Character Certificate

Respected Sir/Madam,

I, [Your Full Name], son/daughter of [Parent's Name], am a student of [Your Course/Department], bearing the roll number [Your Roll Number]. I am writing to formally request a character certificate.

I have completed my studies from [Start Date] to [End Date] at Lucknow University. During this time, I have maintained good conduct and have adhered to the rules and regulations of the university.

I kindly request you to issue me a character certificate at your earliest convenience, as it is required for [mention the purpose, e.g., application for higher studies, job application].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Course/Department]

[Roll Number]