

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Position]  
[College/University Name]  
[College Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for OD Certificate

I am writing to formally request the issuance of my Off Day (OD) Certificate for the period of [start date] to [end date]. The reason for my absence was due to [brief explanation of the reason].

I have attached the necessary documentation for your reference.

Thank you for your attention to this matter. I would appreciate your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID]