

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

The Registrar
Ujjain University
[University Address]
[City, State, Zip Code]
Subject: Request for Character Certificate

Dear Sir/Madam,

I hope this letter finds you in good health. I am [Your Full Name], a former student of Ujjain University, having completed my [Course/Program Name] in [Year of Passing]. My Roll Number was [Your Roll Number]. I am writing to request a character certificate as it is required for [mention purpose, e.g., further studies, job application, etc.]. I would appreciate it if you could provide me with this certificate at your earliest convenience.

I have attached the necessary documents, including my ID proof and a copy of my mark sheets, for your reference.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]