

FROM: -----

DATE : -----

To,
The Principal

Sub:- Issue of Transfer Certificate.

Respected Sir / Madam,

With reference to the cited above, I would like to inform you that I have sought admission for Diploma at **KLS's Shri Vasantarao Potdar Polytechnic, Tilakwadi Belagavi – 590006** for the year 2020-21. I, therefore, request you to issue my Transfer Certificate and please send the same directly to the Principal, KLS's Shri. Vasantarao Potdar Poytechnic, Belagavi at the earliest. The necessary fees of Rs. ----- by means of Postal Order / DD bearing No.----- dated ----- is enclosed herewith.

My particulars are as below :

1. Name of the student : -----
2. Date of Admission at college for : -----
3. Year of Passing the ----- Examination -----

Thanking You,

Yours faithfully,

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Transfer Certificate in his/ her favour immediately. DATE : -----

Ref: KLSS/VPP/ / 2020.21

Principal
KLS's Shri Vasantarao Potdar Polytechnic
Belagavi