

To  
The Principal  
Regional Institute of Education  
Mysore.

Subject: Request for attestation of scholarship form/mark sheet

Respected Sir/Madam,

I hope this letter finds you well.

I kindly request you to attest my scholarship application form/mark sheet, which are required for submission to the concerned scholarship authority.

I am a student of [Class/Course & Year], bearing Roll No./Registration No. [XXXX]. All the necessary documents are attached herewith for your kind verification and attestation.

I shall be very grateful to you for your support and cooperation.

Thanking you.

Yours obediently,

Full Name

Class/Course & Year

Roll No./Registration No

Contact Number

Date