John Dough Bea  
2897 LC Square Street, Manchester, UK

20th April 20XX

The Head of the Department  
Department of Filming and Advertising  
The Chars College of Filming and Acting   
2389 Jams Knight Manchester, UK

Re. Request for Provisional Certificate

Dear Sir/Madam,

It is submitted to your reverend attention that I am a student of your department of filming and advertising doing masters in the session 2018-20 reg. number A256. I have been declared passed and there are no dues or penalties credited in my name. Now I want to go abroad for higher studies. To get admission in any other college or university, I have to show the proof of my preceding degree. No college or university allows admission without the last degree certificate.

Sir/Madam, I want to get admission in the spring session of 20XX for which I must apply for admission as soon as possible. By the end of this month, all admission dates will be due. Keeping in view my situation, I hereby request you to give approval for the issuance of my provisional certificate of the degree so that I can get admission without any obstruction or time lag. All the attested copies of the required documents have been enclosed with the letter. I shall be grateful to you for this. Thank you in anticipation.

Sincerely

(Signature)