

Character Certificate Request Application from School

1. Application for Character Certificate to Support College Admissions

To, The Principal, [School Name], [School Address], [City], [Date]

Subject: Application for Character Certificate to Support College Admissions

Respected Sir/Madam,

I, [Your Name], a student of class 12th in your esteemed institution, kindly request the issuance of a character certificate to support my college admission process. I am currently in the process of applying to various colleges and universities, and a character certificate from my school would help me to strengthen my application and showcase my conduct and behavior during my time at this school.

I have always been an obedient and responsible student in both academics and extracurricular activities. I have actively participated in various programs and competitions held in the school and have maintained a good academic record. I am confident that a character certificate from this prestigious institution would significantly boost my chances of securing admission in a reputed college.

I request you to kindly issue me a character certificate at your earliest convenience so that I can submit it along with my college applications. I will be highly obliged for your kind assistance in this matter.

Thanking you in advance for your cooperation.

Yours sincerely,



[Your Name] [Roll Number] [Class and Section] [Contact Details]

2. Application Requesting Character Certificate for Scholarship Consideration

To, The Principal, [Name of the School/College], [Address], [City], [Postal Code]

Subject: Application Requesting Character Certificate for Scholarship Consideration

Respected Sir/Madam,

I, [Your Name], a student of Class [Your Class/Year] in your esteemed institution, kindly request you to issue me a Character Certificate for the purpose of a scholarship consideration. I am applying for the [Name of the Scholarship] and submission of a Character Certificate is a mandatory requirement for the selection process.

I have been a regular and disciplined student throughout my academic tenure in this institution. My conduct has been satisfactory, and I have participated actively in both academic and extracurricular activities. I have also maintained a good attendance record, which reflects my commitment towards academics.

I would be grateful if you could kindly issue the Character Certificate at the earliest, as the last date for submission of scholarship application is [Mention deadline]. This scholarship opportunity would greatly support my educational pursuits and help me in achieving my career goals.

Thanking you in anticipation for your kind cooperation.

Yours sincerely,



[Your Name] [Your Class/Year] [Roll Number] [Date]

3. Volunteer Program Character Certificate Application from School

To, The Principal, [School Name], [School Address], [City], [Date]

Subject: Application for Volunteer Program Character Certificate

Respected Sir/Madam,

I, [Your Name], a student of Class [Your Class], Section [Your Section], would like to request a Character Certificate for the purpose of participating in a volunteer program organized by [Program Name] in [City]. The program mainly focuses on providing educational support and assistance to underprivileged children in rural areas.

As a passionate and dedicated individual, I am eager to contribute my time and efforts towards this noble cause. The volunteer program requires a Character Certificate from my school as a prerequisite for admission. Given my academic and extra-curricular involvement in school, I kindly request you to provide me with the Character Certificate at the earliest.

I have always been enthusiastic about participating in community service initiatives, and I believe that this volunteer program will offer me a valuable opportunity to contribute positively to the lives of less fortunate children.

Thanking you in advance for your support and cooperation.

Yours sincerely,



[Your Name] [Your Class & Section] [Roll Number] [School Name]

4. Application for a Character Certificate to Confirm Extracurricular Achievements

To, The Principal, [School/College Name], [School/College Address], [City], [Date]

Subject: Application for a Character Certificate to Confirm Extracurricular Achievements

Respected Sir/Madam,

I, [Your Full Name], am a student of your esteemed institution, studying in class/semester [Class/Semester]. I have been an active participant in various extracurricular activities and have gained numerous achievements during my time at the institution.

I kindly request you to issue me a Character Certificate that highlights my extracurricular achievements, as it is crucial for my upcoming applications to colleges/universities and scholarship programs. This certificate will substantiate my participation and accomplishments in these activities, thus enhancing my profile and increasing my chances of getting selected.

I have always maintained a good moral character and an excellent academic record. I assure you that I will continue to uphold the values of our institution and contribute positively to society.

I humbly request you to kindly consider my application and oblige me with the Character Certificate at the earliest. I shall be highly grateful for your support.

Thanking you in anticipation.



Yours sincerely, [Your Full Name] [Roll Number] [Class/Semester] [Contact Details]

5. Character Certificate Application for Early Internship Opportunities

To, The Principal, [Name of the School/College], [Address], [City], [Pin code]

Subject: Character Certificate Application for Early Internship Opportunities

Respected Sir/Madam,

I, [Your Full Name], am a student of class [Your Class/Grade] in your esteemed institution. The purpose of writing this application is to kindly request you to issue a character certificate for me to facilitate my pursuit of early internship opportunities.

As my academic journey progresses, I have identified opportunities where an internship in a professional environment could greatly enhance my overall learning experience and future prospects. These internships often require a character certificate from the school/college as a prerequisite to consider the application. The certificate would vouch for my good moral character, discipline, and dedication towards my studies and extracurricular activities.

I have always been diligent in my studies and have maintained a good academic record throughout my time at [Name of the School/College]. I have also participated in various extracurricular activities, honing my skills and contributing to the institution's reputation.



Your prompt action in issuing the character certificate would be highly appreciated, as it would enable me to apply for internships at the earliest and make the best use of the opportunities available.

Thank you for considering my request. I assure you of my continued commitment to my studies and my responsibilities as a student of this institution.

Yours sincerely,

[Your Full Name] [Your Class/Grade] [Roll Number] [Date]