

12th Marksheet Request Application from School

1. Application for 12th Marksheet Reissue due to Loss or Damage

To,
The Principal,
[Your School Name],
[Your School Address],
[Your City, Your State, Your Pin Code].

Subject: Application for Reissue of 12th Marksheet due to Loss

Respected Sir/Madam,

I, [Your Full Name], am a former student of your esteemed institution. I passed my 12th standard in the year [Year of Passing] from the [Your Stream or Branch – Science, Commerce, Arts etc.] stream. My admission number was [Your Admission Number].

I am writing this letter to inform you that I have unfortunately lost my 12th standard marksheet. Despite my best efforts, I have been unable to locate it. I believe I may have misplaced it during a home relocation. The loss of this crucial document is causing me significant inconvenience as it is often required for educational and professional purposes.

I kindly request you to issue a duplicate copy of my 12th standard marksheet at the earliest. I understand that there may be a process involved, and I am ready to comply with any formalities or charges necessary for the same.

I am enclosing a copy of my identity proof and an FIR copy, reporting the loss of the marksheet, for your perusal.

I would be highly obliged if you could expedite the process as I need the marksheet for my further studies/job applications.

Thank you for your understanding and support in this matter.

Yours faithfully,
[Your Full Name],
[Your Contact Number],
[Your Email ID],
[Your Current Address],
[Your City, Your State, Your Pin Code].

2. Application for Duplicate 12th Marksheet for Scholarship Purposes

To,
The Principal,
[Name of the School],
[Address of the School],

Subject: Application for Duplicate 12th Marksheet for Scholarship Purposes

Respected Sir/Madam,

I hope this letter finds you in good health. I, [Your Full Name], am an alumnus of your esteemed institution. I passed my 12th grade in the academic year [Year of Passing], with the roll number [Your Roll Number].

I am writing this application to kindly request you to issue me a duplicate marksheet for the aforementioned academic year. Unfortunately, I have misplaced my original marksheet and despite my best efforts, I have been unable to locate it.

The duplicate marksheet is of utmost importance to me as I need it to apply for a scholarship program for my higher studies. The scholarship is a golden opportunity for me to pursue my dream course and it requires submission of the 12th marksheet as a part of its application process.

I understand that this might cause you some inconvenience, and I sincerely apologize for it. I assure you that I will take more care of my documents in the future.

I kindly request you to issue the duplicate marksheet at the earliest. I am ready to pay any fees associated with this process and also provide any further information required.

I am grateful for your understanding and cooperation in this matter.

Thanking you,

Yours sincerely,

[Your Full Name]

[Your Contact Details]

3. Application to Obtain 12th Marksheet for Higher Education Enrollment

To,

The Principal,

[Name of the School],

[Address of the School],

Subject: Application to Obtain 12th Marksheet for Higher Education Enrollment

Dear Sir/Madam,

I, [Your Full Name], a former student of your esteemed institution, have recently completed my Higher Secondary examination in the [Year of Passing], under the Roll Number [Your Roll Number].

I am writing this letter to kindly request you to provide me with my class 12th marksheet. I need it to enroll in higher education for the academic year [Academic Year], and my respective college has asked me to submit it at the earliest.

Due to some unanticipated circumstances, I was unable to collect my marksheet from the school office on the day it was distributed. I understand the importance of the document and regret any inconvenience this may have caused.

I assure you that I will collect the marksheet personally from the school office and request you to kindly inform me when it would be appropriate for me to do so.

I am grateful for the education I received at your school, and I appreciate your attention to this matter. Your assistance in providing me with my class 12th marksheet will go a long way towards ensuring my smooth transition to higher education.

Thank you for your understanding and cooperation.

Yours faithfully,

[Your Full Name]

[Your Contact Information]

4. Application for Early Release of 12th Marksheet for Job Applications

To,
The Principal,
[Your School's Name],
[Your School's Address],
[City],
[Date]

Subject: Application for Early Release of 12th Marksheet for Job Applications

Respected Sir/Madam,

I, [Your Full Name], a student of Class 12th in your esteemed institution, am writing this letter to kindly request the early release of my 12th standard marksheet.

I have recently been presented with an opportunity to apply for a job position which requires me to submit my marksheet as a part of the application process. The deadline for the job application is fast approaching, and hence, I require the marksheet at the earliest possible time.

I understand that the release of the marksheet usually follows a set schedule, but considering the urgency and importance of the situation, I kindly request you to make an exception in this case. I assure you that this request is solely for professional purposes and I will use the document responsibly.

I am hopeful that you will understand my situation and take my request into consideration. I am ready to follow any procedures or complete any formalities that might be necessary for this.

Thank you for your understanding and consideration. I look forward to your positive response.

Yours faithfully,
[Your Full Name],
[Your Roll Number],
Class 12th,
[Your Contact Number],
[Your Email Address]

5. Application for 12th Marksheet Verification for University Admissions

To,
The Principal,
[Your School Name],
[Your School Address],
[City],
[State],
[Pincode]

Subject: Application for Verification of 12th Marksheet for University Admissions

Respected Sir/Madam,

I, [Your Full Name], a former student of your esteemed institution, passed my Senior Secondary Examination (12th Standard) in the year [Year of Passing]. My roll number was [Your Roll Number].

I am writing this letter to request your good self to kindly provide a verification certificate for my 12th standard mark sheet. This certificate is required to complete my application process for higher education at [Name of the University], where I aspire to pursue [Name of the Course].

I have attached a copy of my marksheet along with this application for your reference. I request you to kindly verify the original marksheet and provide me with a verification certificate at the earliest possible as the university requires this document for the admission process.

I understand that this process may require a certain fee to be paid. I am ready to pay the necessary charges if required.

I would be very grateful if you could expedite this process as university admissions are time-bound.

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

Yours Faithfully,

[Your Full Name]

[Your Contact Number]

[Your E-mail Address]

[Date]