

Application for 10th Board Certificate

1. Application for Issuing Duplicate 10th Board Certificate Due to Loss

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

Subject: Application for Issuing Duplicate 10th Board Certificate

Respected Sir/Madam,

I, [Your Full Name], am a former student of your esteemed institution, with the Roll Number [Your Roll Number]. I successfully completed my 10th standard in the academic year of [Year of Passing].

With deep regret, I want to bring to your attention that I have lost my 10th Board Certificate due to an unfortunate event [Describe the event briefly, if comfortable]. Despite my best efforts, I have been unable to locate it. This certificate is extremely crucial for my further studies and future career opportunities.

Therefore, I kindly request you to issue me a duplicate 10th Board Certificate. I understand the process may require certain formalities and verification. I am ready to provide any additional information and fulfil all required procedures to facilitate this process.

I hope you understand my predicament and will consider my application sympathetically. I would be highly grateful for your prompt action in this matter.

Thanking you in anticipation.

Yours sincerely,

[Your Full Name]
[Your Contact Number]
[Your Email Address]
[Date]

2. Application for Correction of Name in 10th Board Certificate

To,
The Principal,
[Your School's Name],
[Your School's Address],
[City], [State], [Postal Code]

Subject: Request for Correction of Name in 10th Board Certificate

Respected Sir/Madam,

I, [Your Name], student of class [Your Class], Roll number: [Your Roll number], would like to bring to your kind attention that there is a mistake in my name as printed on my 10th board certificate.

My correct name is [Correct Full Name], but it has been erroneously printed as [Incorrect Full Name] on the certificate. The spelling error has created many complications for me in pursuing my further studies and official work.

I kindly request you to initiate the necessary proceedings for the correction of my name on the certificate at the earliest. I have attached the necessary documents including a copy of my Aadhaar card and birth certificate as proof of my correct name.

I will be very thankful to you for your prompt action in this matter. Please let me know if any further details or documents are required.

Thank you.

Yours faithfully,
[Your Full Name]
[Your Roll Number]

[Your Contact Number]
[Your Email ID]

3. Application for Translation of 10th Board Certificate into Different Language

To,
The Principal,
[Your School's Name],
[Your School's Address],
[Your City, State, ZIP Code].

Subject: Application for Translation of 10th Board Certificate into Different Language

Respected Sir/Madam,

I, [Your Full Name], former student of your esteemed institution, with the Roll Number [Your Roll Number], am writing this letter to request your kind assistance. I have completed my 10th standard in the academic year [Your Passing Year] from this respected school under the [Your Board Name] board.

My purpose for writing this letter is to seek your help in getting my 10th Board Certificate translated into [Required Language]. The reason for this request is [mention your reason here - could be something like: I am applying for higher studies/scholarship in a state/country where this language is predominantly used and the authorities have asked for my transcripts and certificates in their native language].

I understand that this is an unusual request, but I believe that having the certificate in the said language will greatly help me in my future endeavours. I am willing to comply with any procedures or requirements necessary for the translation process.

I kindly request you to guide me on the process and provide me with the necessary support. I assure you that any costs associated with the translation will be borne by me.

Thanking you in advance for your attention to this matter. I am hopeful for a positive response.

Yours sincerely,
[Your Full Name]
[Your Contact Information]

4. Application for Attestation of 10th Board Certificate for Overseas Studies

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

Subject: Application for Attestation of 10th Board Certificate for Overseas Studies

Respected Sir/Madam,

I, [Your Full Name], am a former student of [Your School Name] and I completed my 10th standard in the academic year [Year of Passing]. I am writing this letter to kindly request you for the attestation of my 10th Board Certificate.

I have been granted an opportunity to pursue further studies abroad. For the purpose of the application process and validation of my academic records, the concerned authorities have necessitated the attestation of my 10th Board Certificate. This attestation would confirm my academic credentials and it is of utmost importance for the completion of the application process.

I have enclosed my original 10th Board Certificate and a photocopy of the same with this application for your perusal and necessary action. It would be highly appreciated if I could have the attested copy back by [Desired Date], so as to abide by the deadlines set by the overseas institution.

I humbly request you to expedite the process and help me in achieving my dreams. I shall remain grateful to you for your kind support and assistance.

Thanking you in anticipation.

Yours sincerely,

[Your Full Name]

[Your Roll Number]

[Your Contact Number]

[Your Email Address]

[Date]

5. Application for Migration Certificate along with 10th Board Certificate

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

Subject: Application for Migration Certificate along with 10th Board Certificate

Respected Sir/Madam,

I, [Your Full Name], am a former student of [Your School Name], having completed my 10th standard in the academic year [Year of Completion]. I write this letter to kindly request the issuance of my Migration Certificate and 10th Board Certificate.

I have successfully finished my 10th standard examinations with satisfactory results and now wish to pursue further studies in [Name of the School/College you wish to join]. The mentioned institution requires my Migration Certificate and 10th Board Certificate for the admission process.

I understand that the Migration Certificate is a crucial document that will allow me to continue my education in another school/college. As such, I kindly request you to issue my Migration Certificate and 10th Board Certificate at the earliest convenience. I am ready to provide any additional information or fulfill any formalities required for this process.

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

Yours faithfully,
[Your Full Name],
[Your Roll Number/Registration Number],
[Your Contact Number],
[Your Email Address]

Date: [Date of Writing]
Place: [Your Current City]