

# Application for 10th Passing Certificate

## 1. Application for 10th Passing Certificate due to Moving to a New School

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

Subject: Application for 10th Passing Certificate

Respected Sir/Madam,

I hope this letter finds you in good health. I, [Your Full Name], am a former student of your esteemed institution. I studied from Class 1 to Class 10 in this school, and I completed my 10th Standard in the academic year [Year of Passing].

Due to unforeseen circumstances, my family and I have moved to a new city. As such, I am required to join a new school for my further education. For the verification process in my new school, it is mandatory for me to provide my Class 10th Passing Certificate.

In light of the above, I kindly request you to issue my Class 10th Passing Certificate at the earliest. I understand that there might be a process and certain formalities to be completed for the same, and I am ready to comply with them.

I shall be very grateful to you for your timely assistance in this matter. I look forward to your positive response. Please feel free to contact me at [Your Contact Number] or [Your Email Address] for any further details or clarifications needed.

Thank you for your understanding and cooperation.

Yours sincerely,

[Your Full Name],  
[Your Old School Roll Number],  
[Your Current Address]

Enclosures:

1. Copy of Class 10th Marksheet
2. Copy of School ID Card

## **2. Application for 10th Passing Certificate for College Admission**

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

Subject: Request for 10th Passing Certificate for College Admission

Respected Sir/Madam,

I, [Your Full Name], a former student of your esteemed institution, have recently completed my 10th Standard from the school in the academic year [Year of Completion]. I was a student of [Your Section] and my roll number was [Your Roll Number].

I am writing this letter to kindly request you to issue my 10th Passing Certificate. I need it urgently for my further studies as I am planning to get admission in a college and they require it for my official enrollment process.

I have always been diligent in my studies and have respected the rules and regulations of the school. I assure you that the certificate will be used for a genuine purpose.

I would be extremely grateful if you could process my request at the earliest. I am ready to provide any further information that might be required for the process. I look forward to your swift action.

Thank you for your understanding and consideration.

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

### **3. Application for 10th Passing Certificate for Applying to a Job**

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

Subject: Application for the 10th Passing Certificate

Respected Sir/Madam,

I, [Your Name], a former student of your prestigious institution, am writing this letter to request you to kindly issue me my 10th standard passing certificate. I passed my 10th standard from this esteemed school in the academic year [Year of Passing].

I am in need of this certificate as I am applying for a job, and the certificate is required as proof of my academic qualifications. The job application process necessitates original academic certificates, and the absence of my 10th standard passing certificate could impede my chances of securing the job.

My details for your reference are as follows:

Student's Name: [Your Full Name]  
Father's Name: [Your Father's Name]  
Year of Passing: [Year of Passing]  
Roll Number: [Your Roll Number]

I kindly request you to issue the certificate at the earliest convenience as I need to submit it as part of my job application. I am ready to provide any further information or pay any fees required for the same.

I sincerely hope that my request will be considered and I will be provided with the necessary certificate soon.

Thank you in advance for your understanding and support in this matter.

Yours faithfully,

[Your Name]

[Your Address]

[City]

[State]

[Postal Code]

[Contact Number]

[Email Address]

Date: [Date of writing the letter]

## **4. Application for Duplicate 10th Passing Certificate after Loss**

To,

The Principal,

[Your School's Name],

[Your School's Address],

[City], [State], [Pin Code]

Subject: Application for Issuance of Duplicate 10th Passing Certificate

Respected Sir/Madam,

I, [Your Full Name], a former student of your esteemed institution, would like to bring to your notice an unfortunate incident. I had successfully completed my 10th standard from your school in the year [Year of Passing], bearing the Roll Number [Your Roll Number].

Regrettably, I have lost my 10th standard passing certificate due to [Reason for loss - if you want to mention]. Despite my best efforts to locate it, I have been unable to recover the original certificate. The certificate is of utmost importance as it is a crucial document required for my higher educational pursuits and job applications.

I understand the gravity of misplacing such an important document and I am ready to comply with whatever procedures are necessary for obtaining a duplicate certificate. I am also prepared to provide any further information that may be required in this regard.

I kindly request you to assist me in acquiring a duplicate 10th standard passing certificate at the earliest. I am hopeful that you will understand my situation and consider my plea favorably.

Thank you for your understanding and support in this matter.

Yours faithfully,  
[Your Full Name]  
[Your Contact Number]  
[Your Email Address]  
[Your Residential Address]

Date: [Date of Application]  
Place: [Your City]

## **5. Application for 10th Passing Certificate for Scholarship Eligibility**

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

Subject: Application for Issuing 10th Passing Certificate for Scholarship Eligibility

Respected Sir/Madam,

I, [Your Full Name], a former student of your esteemed institution, am writing this application to request you to kindly issue my 10th standard passing certificate. I have completed my 10th standard from your school in the year [Year of Passing], and my roll number was [Your Roll Number].

I need this certificate because I wish to apply for a scholarship program offered by the [Name of Scholarship Program]. The scholarship is a great opportunity for me to further my studies and it requires the submission of the 10th passing certificate as proof of my educational qualifications. I assure you that the certificate will be used for this purpose only.

I apologize for any inconvenience this may cause and I appreciate your understanding and assistance in this matter. Kindly issue the certificate at your earliest convenience as the last date for submission of my scholarship application is [Last Date of Submission].

Thank you for your attention to this matter and I am looking forward to your positive response.

Yours sincerely,  
[Your Full Name]  
[Your Contact Number]  
[Your Email Address]  
[Date]