

Date: - \_\_\_\_/ \_\_\_\_/ 20\_\_\_\_

To,  
Principal,  
M.M.C.O.E.,  
Pune-52

**Subject:** - Application for Character / Conduction certificate for \_\_\_\_\_  
\_\_\_\_\_ purpose.

Respected sir,

I, Mr./Ms. \_\_\_\_\_ was admitted in First /  
Direct Second Year student of \_\_\_\_\_ Branch from  
A.Y. 20\_\_ -20 \_\_ to A.Y. 20\_\_ -20 \_\_. Presently I am studying in  
\_\_\_\_\_ year. I have passed / appeared last exam in Nov / May 20\_\_ with  
\_\_\_\_\_ Grade. My date of birth is \_\_\_\_\_.

It is requested to issue Character / Conduction certificate for the sole purpose of  
\_\_\_\_\_.

Thanking you,

Yours obedient,

Sign.:- \_\_\_\_\_

Mr. / Ms. \_\_\_\_\_

Mob. No. \_\_\_\_\_

**Enclosed-**

1. Xerox copy of DTE Confirmation letter or I-card.
2. Xerox copy of Leaving Certificate. (Only for pass out students).