

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

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

**Subject:** - Application for Transcript certificate for \_\_\_\_\_  
\_\_\_\_\_ purpose.

Respected sir,

I, Mr./Ms. \_\_\_\_\_ is / was admitted in First /  
Direct Second Year student of \_\_\_\_\_ Branch from  
A.Y. 20\_\_\_\_ -20 \_\_\_\_ to A.Y. 20\_\_\_\_ -20 \_\_\_\_ . I have passed / appeared last exam in  
Nov / May 20\_\_\_\_ with \_\_\_\_\_ Grade. I have paid  
applicable fees of Rs. \_\_\_\_\_/- wide receipt no. \_\_\_\_\_ dated \_\_\_\_\_ for  
applying Transcript Certificate.

It is requested to issue no. of \_\_\_\_\_ copy / copies of Transcript certificate for  
the sole purpose of \_\_\_\_\_.

Thanking you,

Yours obedient,

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

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

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

**Enclosed-**

1. Xerox copy of FE, SE, TE & BE Final (all clear) Marksheets. (if applicable)
2. Xerox copy of MBA-I & MBA-II Final (all clear) Marksheets. (if applicable)
3. Xerox copy of Transcript Fees Paid receipt.