

Format No. VII

To

The Head of the Department / Principal,
Department of _____,
Bakliwal Foundation College of Arts, Commerce & Science,
Vashi, Navi Mumbai.

Through: The Principal

Subject: *Application for Letter of Recommendation*

Respected Sir/Madam,

I, the undersigned, kindly request you to issue a **Letter of Recommendation** in support of my academic and personal credentials for further education/employment opportunities. The required details are as follows:

- **Name of the Student:** _____
- **Date of Admission:** _____
- **Date of Completion of Course:** _____
- **Course Adopted:** _____
- **Skills Acquired:** _____
- **Percentage of Marks (Final Year):** _____
- **Contact Number:** _____
- **E-mail ID:** _____

I shall be grateful if the recommendation is issued at the earliest. Kindly let me know if any further documentation or information is required from my end.

Thanking you in anticipation.

Yours sincerely,

(Signature)

Name: _____

Date: _____

Enclosure (if any): Marksheet / Resume / Certificates