**To**

**The Principal**

**St. Mary's Polytechnic College**

**Valliyide, Mudappallur, Palakkad 678705**

**Date: [DD/MM/YYYY]**

**Subject: Request for Conduct Certificate**

**Respected Sir/Madam,**

I, [Name of Student], bearing Admission Number \_\_\_\_\_, am currently enrolled in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department in the \_\_\_\_\_\_\_\_\_ semester. I am writing to request a Conduct Certificate from the college.

The purpose of this certificate is [mention the reason, e.g., for applying to a new educational institution, job application, etc.]. I would greatly appreciate it if you could issue the certificate at your earliest convenience.

Thank you for your assistance.

**Sincerely,**

**[Name of Student]**

Mobile number of student :