**To**

**The Principal**

**St. Mary's Polytechnic College**

**Valliyide, Mudappallur, Palakkad 678705**

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

**Subject: Request for Transcript 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 an official Transcript Certificate of my academic record.

The transcript is required for [mention the reason, e.g., applying for higher studies, job applications, etc.]. I would appreciate your prompt attention to this request.

Thank you for your assistance.

**Sincerely,**

**[Name of Student]**

Mobile number of student :