**To**

**The Principal**

**St. Mary's Polytechnic College**

**Valliyide, Mudappallur, Palakkad 678705**

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

**Subject: Request for Original Grade Card**

**Respected Sir/Madam,**

I, [Name of Student], bearing Admission Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have successfully completed my course in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department. I am writing this letter to kindly request the issuance of my Original Grade Card.

The grade card is required for [mention the reason, e.g., job application, further studies, etc.]. I would be grateful if you could provide the grade card at your earliest convenience.

Thank you for your attention to this matter.

**Sincerely,**

**[Name of Student]**

Mobile number of student :