

**Vidya Vikas Education Trust's**  
**LORDS UNIVERSAL COLLEGE, GOREGAON (W) MUMBAI 400104**  
**APPLICATION FOR RECOMMENDATION LETTER**

Date: - \_\_\_\_\_

To,  
The Principal  
Lords Universal College,  
Goregaon (West)  
Mumbai: 400 104.

**Sub: Issue of Recommendation Letter**

Respected Sir/Madam,

I \_\_\_\_\_  
(Full Name)  
studied in \_\_\_\_\_ Program in \_\_\_\_\_ Class \_\_\_\_\_ div. bearing Roll  
No. \_\_\_\_\_ for the year 20\_\_ - 20\_\_.

I would like to apply for Recommendation letter, and I abide to pay charges of Rs.100/-.

Signature of the Student

\*Recommendation letter will be issued minimum after 7 working days from the completion of the formalities.

Documents Required:

1. Photocopy of HSC Marksheet, Lower Exam Sem I, II, III, IV, V & VI all attempts Marksheets
2. Photocopy of HSC Leaving Certificate
3. Copy of College fees receipt

For Office Use	Cash Receipt No.	Fees Clearance	Eligibility Status	Enrolment Status	Admission taken in current Year	Library Dues	Whether HSC Mark Sheet/Other Documents collected from college	Principal's Consent	Document Prepared by
Remark									
Date & Signature									
Clearance from Office						Clearance from Library			