

Vidya Vikas Education Trust's
LORDS UNIVERSAL JUNIOR COLLEGE OF COMMERCE & SCIENCE,
GOREGAON (W) MUMBAI 400104
APPLICATION FOR RECOMMENDATION LETTER

Date: - _____

To,
 The Principal
 Lords Universal Junior College of Commerce & Science,
 Goregaon (West), Mumbai: 400 104.

Sub: Issue of Recommendation Letter

Respected Sir/Madam,

I _____
 (Full Name)
 studied in _____ Course in _____ Class _____ div. Roll No. _____ for the
 Academic 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
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			