

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__. Mobile No. _____ Email Id _____

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 10 working days from the completion of the formalities.

Documents Required:

1. Written Application.
2. Photocopy of HSC Marksheet, Lower Exam Sem I, II, III, IV, V & VI all attempts Marksheets
3. Photocopy of HSC Leaving Certificate
4. 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			