**Application for School Leaving Certificate for admission into a College or Highschool**

To,  
The Principal,  
Elementary School,  
New York, USA.

**Subject: Appeal for a Certificate of School Leaving**

Dear Sir,

It is stated that I have done my matriculation successfully with the 987 marks out of 1050 from your institution in September 20xx under the Federal board. My roll no is 22345.

Additionally, I have no remaining dues, therefore, I please request you to make me a certificate of school leaving. So, I am able to apply to colleges. I will be grateful if you will proceed with my request.

Yours Obediently,

Ali,  
Grade X-B.