

SHEHAN

NO:111,\_\_\_\_\_

2025/08/15

Secretary,

University Grants Commission,

No. 20,

Ward Place,

Colombo 07.

**Request for School Leaving Certificate**

Name:

A/L Year:

Examination Index No.:

National Identity Card No.:

Contact No.:

I hereby kindly request a School Leaving Certificate. I submitted this certificate earlier to the University Grants Commission for the university admission process for the academic year 2023/24. However, I urgently need it for my future requirements.

Therefore, I respectfully request you to cancel my university admission and registration, and kindly inform me of the earliest possible date on which I can collect my School Leaving Certificate.

Yours faithfully,