

From: _____
Address: _____
Mobile No. _____
Date: _____

To,
The Principal
Deviprasad Goenka Management College of Media Studies
RSET Campus, SV Road, Malad West, Mumbai – 400 064

SUBJECT: APPLICATION FOR LETTER OF RECOMMENDATION

Respected Sir / Madam,

I, Mr. / Ms. _____, student of your college is / was studying in Class: _____ DIV: _____ Roll No. _____, during the Academic Year: _____.

I intend to prepare (reason) _____ during the academic _____ for that I wish to apply for the same.

I am submitting the following photocopy of the documents (Mark-sheet / Fee Receipt / I-Card/ Draft)

Recommended by:

Sr. No.	Recommended by Faculty Name	Signature

Note: Kindly provide draft of the content required in the letter.

Name & Signature of the student: _____

Official Use:

Receipt No. _____ Date _____ Amount _____

Fees: Rs. 200/- per copy of LOR / per faculty.