

10th September, 2023

From

Name of the Scholar:
Regn. No.:
Department:
St. Peter's Institute of Higher Education and Research
AVADI, Chennai 600 054

To

The Dean (R&D)
St. Peter's Institute of Higher Education and Research
AVADI, Chennai 600 054

Respected Sir,

Sub: Requisition of original P.G./ M.Phil. transfer certificate – Reg.

This is to inform you that I received my Ph.D. provisional certificate /degree certificate (copy enclosed) on from..... . In this regard, I request you to return the original P.G./ M.Phil. transfer certificate which was submitted at the time of admission for the Ph.D. programme. Kindly do the needful.

Thanking you.

Yours sincerely,

(NAME OF THE SCHOLAR IN CAPITAL LETTER)

Signature and Seal of the Head of the Department