

**OFFICE OF THE PRINCIPAL,**

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No. \_\_\_\_\_, Date: \_\_\_\_\_

To

The Principal,  
Ravenshaw Junior College,  
Cuttack.

Sub: Issue of Laptop to the student already lost his / her Original Admit Card.

Ref.: Your office Letter No. \_\_\_\_\_, Date: \_\_\_\_\_.

Madam,

Inviting reference to the letter and subject cited above, this is to inform you that

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Son/daughter of \_\_\_\_\_,  
was a student of +2 2<sup>nd</sup> Year Arts / Science / Commerce classes of this college during the session 2015-16 and passed the Annual H.S. Examination 2016 in \_\_\_\_\_ Division securing \_\_\_\_\_ marks with CHSE Roll No. \_\_\_\_\_ as verified from the Original documents and College records.

As she / he has lost the original Admit card of the respective examination, she / he may be issued the Laptop as the student is genuine.

Thanking You.

Yours faithfully,

Principal,