

From

To

The Principal  
Ma'din Polytechnic College, Malappuram

Sir,

Sub: Availing of Bank Loan for educational purposes – issue of documents required – request regarding;

Ref.: Adm. No. .... Permanent Register Number: .....

I am student of Madin Polytechnic College studying in ..... (Semester)

..... Engineering and I want  
avail of educational loan from ..... Bank.

I therefore request you to kindly issue the following documents to apply for the same.

- LOA                       GO                       Fee Structure
- Certificate showing type of admission (*Management/General Merit*)
- .....

Yours faithfully,

Date: .....

Place: *Malappuram*

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Name and Dated Signature of the Student

Dated Signature of the HOS concerned with remarks: .....

Dated Signature of the Vice Principal/Principal with remarks: .....

Dated Signature of the Section Officer with remarks: .....

Certificate Number: ..... Date of Issue: .....

**Received the following Certificates; (to be filled by the student)**

Name and Dated Signature of the Student: .....