

From

S. Muthulakshmi - 23PG1P17,
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To

The dean of Research,
Kalasalingam Academy of Research and Education,
Krishnankovil - 626126.

Subject: Request for Issuance of Degree Certificate and
Transfer certificate for Ph.D. Application.

Respected Sir/madam,

I am S. Muthulakshmi, a final semester student of
M.Sc Physics at The American College (23PG1P17). I am in
the process of applying for the Ph.D program at your
University. As part of the online application requirements,
I am required to upload my Degree Certificate and
Transfer certificate.

However, I have not yet received these documents despite
having completed all academic requirements, I kindly
request you to facilitate the issuance of these certificates
at the earliest so that I can complete my Ph.D
application within the deadline.

Thanking you!

Yours Truly,
S. Muthulakshmi

Date: 12.04.2025