



Ghanshyamdas Saraf  
**college of arts & commerce**  
EDUCATION EMPOWERS

From: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Phone No.:.....

To,  
The Principal,  
Ghanshyamdas Saraf College,  
RSET Campus, S.V.Road, Malad (West),  
Mumbai -400 064.

Subject: APPLICATION FOR LETTER OF RECOMMENDATION

Respected Madam/ Sir,

I Ms./ Mr. \_\_\_\_\_ Student of your college was studying  
in course \_\_\_\_\_ class \_\_\_\_\_ Roll No. \_\_\_\_\_ during the academic year  
From \_\_\_\_\_ To \_\_\_\_\_.

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

*I am submitting following documents Xerox copy :- MARKSHEETS*

Recommended by

Sr.No.	Recommended by Faculty Name	Signature
1.		
2.		
3.		

Library dues (Yes/No)

Fees (Paid/Unpaid)

[Signature of the applicant]

Fees: 5 copy ( RS. 500/-per faculty) + ..... ( Additional Rs.100/- each) = Total .....

Receipt No..... & Date: .....