

To,
Controller of Examinations / Registrar,
State Council of Education Research and Training (SCERT)
Varun Marg , Block – C, Defense Colony
New Delhi- 110024.

DATE: 13.04.2022

Subject: Application for issue a transcript.

Dear Sir/Madam,

I would like to inform you that I have done my Diploma Course in Elementary Teacher Education (ETE) from SCERT in 2013. My Roll Number: ----- Attached are the Degree Certificates and Marksheet of the same course. As I would like to apply for Higher Studies, I need transcript Certificate of my Marksheet and Degree from you. Kindly issue the Certificate for further processes.

Thanks and Regards

(Student Name & Signature)