



नेप्चून प्रबन्धन एवं प्रौद्योगिक संस्थान NEPTUNE INSTITUTE OF MANAGEMENT & TECHNOLOGY

APPLICATION TO ISSUE DUPLICATE GRADE SHEET/CERTIFICATE OF EXCELLENCE

Date :- _____

To,

The Chairman,
Neptune Institute of Management & Technology,
A-13, LGF, Ganesh Nagar, Pandav Nagar Complex, New Delhi – 110092.

Subject :- Issue Duplicate Grade Sheet/Certificate of Excellence of Regn. No. _____.

Dear Sir/Mam,

I _____ S/o,D/o _____ have passed
(Course Name) _____
with Regn. No. _____ during the session _____. I have
misplaced my original documents in the event of _____ (Mention event in brief).

Hereby I am kindly requesting you to issue me a set my duplicate Grade Sheet/Certificate of Excellence.

Thanking You

With Regards,

KNOWLEDGE IS POWER
Since 1995

Candidate Signature

Name :- _____

Address :- _____
