

Date:

To
The Controller of Examinations,
Satavahana University,
K A R I M N A G A R.

Respected Sir,

Subject: - Request for Short Memos Reg-

-oOo-

I, _____ S/o,D/o _____ bearing
Hall ticket no. _____, completed _____ course
from _____ wish to bring your kind notice that
I lost my Short Memo Certificates. I need my certificates for _____ Purpose.

Hence in this regard I request your kind authority to look in to the issue and release my memos as early
as possible.

Thanking you sir

Yours faithfully

Name :

H.T. No:

Mobile no: