



To,
The Controller of Examinations,
Manav Rachna Educational Institutions
Sec 43, Aravalli Hills Surajkund Road, Faridabad Haryana

Subject – Issue of the Transcript

Sir,

I am in need of the Transcript of the statement of marks of _____ examination.
I herewith attach all copies of the mark-sheets (ABSENT / FAIL / ATKT / PASS) for the
said course. (Semester wise / Year wise separately)

My particulars are as under.

1. Student Name: _____
2. Father's Name: _____
2. Mother's Name: _____
3. Address for communication - _____

_____ Pin Code - _____
4. E - mail I/D - _____
5. Contact No. _____

I herewith request you to prepare the Transcript in Urgent / Normal mode procedure,
and send the _____ sets of transcript, to the following address. –

Note: See the instruction no.2 for the payment of fees for Urgent / Normal mode.

Date –

Signature of the student