

Date:

From,

To,
The Controller of Examinations
JSS Science and Technology University,
Mysuru-570 006

Respected Sir,

Sub: Requisition for Backlog Certificate/Summary

With reference to the aforementioned subject, I request you to kindly provide the Backlog Certificate/Summary for the details mentioned below.

Name			
USN			
Mobile Number		Email ID	
Department			
Reason for applying			
Enclosed: Photocopies of all grade cards and Rs. 1000/- Backlog Certificate fee paid receipts.			

Thanking you,
Yours faithfully

(Signature)