REQUEST FOR BONA FIDE LETTER

Date: __________

Dear Principal

We request you to kindly grant a bona fide letter to my ward __________________ studying in Class & Section ___________ at your school. This is required for ___________________________ (passport application/renewal/visa application/renewal/participation in competitions/Aadhar card application/change of details in Aadhar Card/NOC for Travel/Other)

We request you to kindly include the following details in the bona fide letter:
(Address/Date of Birth/NOC for Travel Purpose/Other)

____________________________________________________________________________________
____________________________________________________________________________________

DECLARATION BY THE PARENT

• The information specified above is true and factual, to the best of my knowledge.
• The bona fide letter issued will be used only for the purpose stated and not otherwise.

Father’s Name: ____________________
Mother’s Name: ____________________
Father’s Signature: ____________________
Mother’s signature: ____________________
Father’s Contact Details: ______________
Mother’s Contact Details: ______________

(Format of Annexure B is subject to change. Do not take more than three photocopies of the format)

Instructions to fill the form:

• This form must be filled only by parents, duly signed and submitted at the office.
• All data to be included for the bona fide letter will be taken from the office records.
• If the bona fide letter requires a photograph that needs to be attested, kindly enclose a clear and recently clicked passport size photograph, in a separate zip-lock cover, along with this application.
• The bona fide letter will be issued in about 3 to 4 working days, from the date of receipt of this application and can be collected by the student/parent.
• For any concerns or clarifications, kindly send an email to office@npsmysore.com

Signature of the Parent/Student during Submission of Annexure B: ______________ Date: __________

Signature of the Office In charge: ______________________________ Date: __________

Name and Signature of the student/parent acknowledging receipt of the bona fide letter

Name: _____________________________ Date: _____________________________

Signature: ___________________________