

Date: YYYY /MM/DD

To
The Controller of Examination
Pokhara University,
Pokhara-30 Kaski, Nepal

Subject: **Request for Letter of Recommendation**

Dear Sir/Madam,

I have studies from Pokhara University as per the details below.

Personal Details:

Applicant's Full Name (Block Letter):	
PU Registration Number:	Exam Roll No.:
Level:	Faculty:
Program:	CGPA/Percentage:
Name of the College:	
Year of Enrollment:	Year of Completion:

I would like to request for recommendation letter details below. (Tick the type of recommendation):

Covid-19 ☐ Degree certificate (if convocation has not yet been held) ☐
Backlogs ☐ Percentage to Division Conversion ☐
Date of enrollment and date of completion (for batch Spring 2021) ☐ Others ☐

If Others Describe:
.....
.....

Document received type (Tick the type of document received)

Physically ☐ e-mail ☐
If email (recipient email address)

Tick the type of Document Attached:

Transcript certificate		Migration Certificate		Provisional Certificate		Degree Certificate		Grade Sheet		Citizenship	
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Applicant's Signature:

Contact Number :

Please attach the following document along with this application.

1. Copy of certificate(s) to be attested.
2. Bank Voucher*. (Fee Rs. 500/- per letter

** Bank voucher means the voucher required from the Kamana Sewa Bikas Bank, Saving A/C 1200300027317000001 or Nepal Investment Bank Ltd., Saving A/C 01105020011938 after depositing fee in the name of PU EXAM CONTROL OFFICE.*