

Date : \_\_\_\_\_

To,  
 The Principal,  
 K. J. Somaiya Polytechnic,  
 Mumbai - 400 077.

**Sub : Request to issue the Duplicate Marklist / Diploma Certificate**

Respected Madam,

I, Bro / Sis \_\_\_\_\_ with Enroll. No. \_\_\_\_\_ of K. J. Somaiya Polytechnic had appeared / appearing Diploma in Civil Engg / Electrical Engg / Industrial Electronics / Mechanical Engg / Computer Engg. Examination. I had lost / misplaced my Marklist / Diploma Certificate of Summer / Winter \_\_\_\_\_ Examinations, and had made a FIR / NC with sr. no. \_\_\_\_\_ in \_\_\_\_\_ Police station \_\_\_\_\_ (District)

Please issue the new marklist / Diploma Certificate as I require the same for \_\_\_\_\_ purpose.

Yours Sincerely,

Amount Paid Rs. \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Enroll. No. \_\_\_\_\_

Address : \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail \_\_\_\_\_

**Enclosure :**

1. FIR / NC Copy
2. Affidavit on Rs. 100/- stamp paper.
3. Photocopy of Marksheet / Certificate of lost document.
4. Fee Receipt to issue Duplicate Marklist + Rs. 10/- (Form Fees)