

**Date: / /201**

**To,**

**The Principal,**  
Indira College of Pharmacy,  
Tathwade, Pune.

**Subject: Request for Manuscript/ Transcript.**

**Respected Madam,**

I Mr. /Ms. \_\_\_\_\_ student of \_\_\_\_\_ year B. Pharm /M. Pharm. in our college. I require the Manuscript/ Transcript from the college for \_\_\_\_\_ purpose.

So, I request you to kindly consider this application and issue me the Manuscript/ Transcript for \_\_\_\_\_ purpose for the Academic Year 201\_ - 201\_.

Thanking You

Yours Faithfully,

(Mr./ Ms. \_\_\_\_\_)