To
The Controller of Examinations
BVU
Pune
Subject: Corrections in Mark Sheet / Duplicate Marksheet

Dear Sir,

I, the undersigned, am a student of this college with details as follows,

Name: ____________________________
PRN No.: ___________  Seat No.: ___________
Academic Year: _______________ Class: ___________  Roll No.: _______________

I have the following difficulties regarding the marksheet,

1. I have lost my marksheet of ________________________
2. Wrong name is entered in my marksheet of ________________________
3. Marks are wrongly entered for the subject ________________________
4. Marked as absent for ________________________
5. Unit Test marks are not entered correctly ________________________
6. Any other ________________________

I have enclosed herewith the following documents,

1. Original Marksheet of ________________________
2. Photocopy of the Marksheet of ________________________
3. Affidavit for the lost of Marksheet of ________________________

Thanking you,
Yours sincerely

(Signature of student with date)

Recommendations by the Dean / Principal

Prof. Anand Bhalerao
Dean & Principal