



S. D. JAIN MODERN SCHOOL

U.M. ROAD, VESU CHAR RASTA, SURAT-395007.

Tel: 0261 3530300, 3530301

Website: www.sdjms.in, E-mail: info@sdjgroup.org

Affiliation No: 430048, School Code: 10037

RECOMMENDATION LETTER REQUISITION FORM

Date: _____

Student's Name : _____

Class & Section: _____ Admission No. _____

Year of Passing Class X: _____ Year of Passing Class XII: _____

Student's Mobile Number: _____

Student's Email Id : _____

Parent's Mobile Number: _____ Parent's Email Id: _____

Which course are you applying for? Mention college/ university and country name.

Name of Teachers from whom Recommendation Letters are required

Sr.No.	Teacher's Name	Subject	Nos of Copies

Note:

1. Submit the filled in requisition form at the Accounts Office.
2. Attach photocopy of Class X Board Examination, Class XI Final Examination and Class XII Recent Examination Progress Report along with the requisition form.
3. Apply at least two weeks before your date of requirement. Urgent requirement of LOR will not be accepted.

Signature of Parent: _____

Signature of Principal : _____