

**Shri Vile Parle Kelavani Mandal's  
NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS, MUMBAI 400 056**

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

To,  
The Principal,  
Narsee Monjee College of Commerce & Economics,  
Mumbai 400 056.

Sub. : Duplicate Marksheet/Passing Certificate

Dear Sir,

I, Miss/Mr. \_\_\_\_\_, student of  
your college misplaced my  
FYJC/FYBCOM/SYBCOM/FYBMS/SYBMS/FYBFM/SYBFM/FYBAF/ SYBAF/ FYBScIT/SYBScIT  
Marksheet/Passing Certificate. Please issue me a duplicate Marksheet/Passing  
Certificate.

My Examination Seat No. was \_\_\_\_\_ of the year \_\_\_\_\_  
March/October.

The required fees Rs. \_\_\_\_\_ (Rs.100 for marksheet and Rs.100 for passing  
certificate for degree College) and Rs.10 (for Junior College) is paid herewith.

Yours faithfully,

\_\_\_\_\_  
(Name of the Student with signature)

Received Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ date \_\_\_\_\_  
Being the payment against duplicate mark sheet/passing certificate.

Contact No.- 1)

2)