Sample Request Letter for Documents in School

To

The principal

[Name of college]

[Place]

RE: Collecting my original documents

Dear Sir/Madam,

My name is [name] and I was assigned admission number [number] in the department of my choice. I have been a student here for [years] and I recently completed my studies. Unfortunately, due to some reasons beyond my control, I was unable to collect my documents when I finished.

As a result, I would like to make a modest request: please issue the original credentials. Since my admission day, they've been at this institution.

Please handle this issue with urgency.

The sooner you reply, the better.

Yours Sincerely,

[Full Name]

[Signature]