

To
The Principal,
Daly College of Business Management
Indore.

Subject: Application for Issuance of Letter of Recommendation (LOR)

Respected Madam,

I _____ (Full Name), a student of _____

(Course & Year), Enrolment No. _____ hereby request you to kindly issue a Letter of Recommendation in support of my application for higher studies abroad.

I am applying for the _____ (Program, e.g., MBA/MS) with specialization _____ in _____ (Country of Study). The earliest application deadline for the universities I am applying to is ____/____/____ (Date).

LOR required in the subject domain _____

My current/final CGPA/Percentage is _____ During my academic tenure

at the college, I have achieved the following:

1. _____
2. _____
3. _____

I have attached the required documents including my Resume, Statement of Purpose and other relevant documents for your kind reference.

I sincerely request you to consider my application and grant me the Letter of Recommendation. I assure you that all the information provided is true and I shall adhere to the college guidelines.

Thanking you in anticipation.

Yours sincerely,

Name: _____

Course & Year: _____

Enrollment No.: _____

Mobile No.: _____

Email ID: _____

Signature: _____

Date: _____