



National Public School, Gottigere
Academic Year 20 ___ - 20 ___

Annexure
B

REQUEST FOR BONAFIDE LETTER

Dear Principal Ma'am,

Date: _____

We request you to kindly grant a bonafide letter to my ward _____
studying in Class & Section _____ at your school. This is required for
_____ (passport application/renewal/visa application/
renewal/participation in competitions/Aadhar card application/change of details in Aadhar Card/NOC for
Travel/Other)

We request you to kindly include the following details in the bona fide letter:

(Address/Date of Birth/NOC for Travel Purpose/Other)

DECLARATION BY THE PARENT

- **The information specified above is true and factual, to the best of my knowledge.**
- **The bonafide letter issued will be used only for the purpose stated and not otherwise.**

Father's Name: _____

Mother's Name: _____

Father's Signature: _____

Mother's signature: _____

Father's Contact Number: _____

Mother's Contact Number: _____

Father Mail ID: _____

Mother Mail ID: _____

Signature of the Parent during Submission of Annexure B: _____ Date: _____

Signature of the Admin Executive: _____ Date: _____

Name and Signature of the parent acknowledging receipt of the bonafide letter

Name: _____

Date: _____

Signature: _____

Instructions to fill the form:

- This form must be filled only by parents, duly signed and submitted at the office.
- All data to be included for the bonafide letter will be taken from the Office Records.
- If the bonafide letter requires a photograph that needs to be attested, kindly enclose a clear and recently clicked passport size photograph, in a separate zip-lock cover, along with this application.
- **The bonafide letter will be issued in about 3 to 4 working days, from the date of receipt of this application and can be collected by the student/parent.**
- For any concerns or clarifications, kindly send an email to info@npstj.com