

TO

THE BOARD OF DIRECTORS,

INTERMEDIATE COUNCIL OF SECONDARY EDUCATION,

NEW DELHI

SUBJECT: - CLEARIFICATION OF GAP IN MY STUDIES.

RESPECTED SIR,

MY NAME IS .....

S/D/O..... I HAVE TAKEN ADMISSION IN ICSE IN

.....COURSE IN..... YEAR. I HAVE COMPLETED MY

LAST COURSE..... IN..... YEAR. I WAS

UNABLE TO CONTINUE MY STUDY BECAUSE OF SOME PERSONAL REASONS.

SO PLEASE I REQUEST YOU TO ACCEPT MY ADMISSION AND GIVE THE PERMISSION

TO CONTINUE MY REGULAR STUDY IN YOUR ESTEEM BOARD/COUNCIL.

WITH THANKS.

YOUR'S FAITHFULLY

(STUDENT NAME)