



Glow Montessori Centre, Hosur Road
Academic Year 20____ - 20____

Annexure
B

REQUEST FOR BONA FIDE LETTER

Dear Principal

Date: _____

We request you to kindly grant a bona fide letter to my ward _____
studying in Class & Section _____ at your school. This is required
for _____

(Passport application / Renewal / Visa application / Renewal / Participating 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 bona fide 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 Details: _____

Mother's Contact Details: _____

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

Signature of the Office In-Charge: _____ Date: _____

Name and Signature of the student / Parent acknowledging receipt of the bona fide letter.

Name: _____

Date: _____

Signature: _____

INSTRUCTIONS TO BE FOLLOWED WHILE FILLING THE FORM

- This form must be filled only by parents, duly signed and submitted at the office.
- All data to be included for the bona fide letter will be taken from the office records.
- If the bona fide 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 bona fide 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 mail to info@gmchrd.com