Sriram Institute of Marine Studies

Approved by the **DG Shipping, Ministry of Shipping, Govt. of India.**

Affiliated to **Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005**

**To**

**The Director**, **Date** :

Sriram Institute of Marine Studies

Village Bamnoli, Sector 28,

Dwarka New Delhi 110077

**Subject:** **Requisition for issue of course completion certificate:**

**Sir,**

With due respect this is to state that self has been a students of your institute and completed courses as per the details mentioned below:

|  |  |
| --- | --- |
| Name of student |  |
| Course |  | Class  |  |
| Batch and Year |  | From |  |  | To |  |
| Contact no |  | E Mail id |  |
| Address | Village {VPO} |  |  |
| City |  | District |  |
| State |  | Pin Code |  |

Kindly my course completion certificate as the same is needed for my further usages/enrollment /onboard training. The details on certificates (s) required/issued are as under:

|  |  |  |  |
| --- | --- | --- | --- |
| SNo | Course Name | Issued from | Institute/BES/IMU |
| 1. | Pre Sea course |  |  |
| 2. | Basic Safety Course |  |  |
| 3. | BES Grade Certificate |  |  |
| 4. | DNS course  |  |  |
| 5. | Semester 1 mark sheet |  |  |
| 6 | Semester 2 marks sheet |  |  |
| 7. | SSTP {for cadet} |  |  |

|  |
| --- |
|  |

Kindly issue and obliged.

Yours sincerely

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_