

Urgent LOE sample

Date: 208..../.../ ....

To The Director General

Curriculum Development Center, Sanathimi, Bhaktapur.

Subject: Request for Urgent issuance of Equivalence Certificate

Respected Sir,

From this letter, I would kindly request the issuance of Equivalence Certificate as soon as possible. I have received an offer letter for admission from ..... and my classes are scheduled to commence from ..... In order to complete the enrollment process and fulfill the university's admission requirements, I am required to submit the equivalence certificate at the earliest.

I have completed my ..... from ..... University and request its equivalence certificate. I would be grateful if my request could be processed at earliest possible convenience, considering the approaching start date of my academic session. Thank you for your attention and support.

Please find the attached documents for your reference.

1. Copy of the offer letter from university:
2. Copy of passport and citizenship certificates:

Here are other documents that are proof of my urgency:

1. Information published by authorized intuitions / flights Ticket

Applicant Name:

Address: Contact number

LOE Reg no.