



**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@npshrd.com](mailto:info@npshrd.com)