

**Official Letter Example “Requesting him to declare your result” Complete  
Official Letter for Class 10, Class 12 and Graduation and other classes.**

To

The Registrar

Panjab University,

Chandigarh.

Subject: **Declaration of Result.**

Sir,

The University declared the result of the B.A.I. class in July 19.... perhaps within the shortest time after holding the examinations. It was so good of you and your staff.

I found my Roll No. in the R.L. (Result Letter) category. It is now October and I am still in that category. My result may kindly be declared at the earliest. If I have left some formality incomplete, I may be informed and I shall do the needful.

Sir, the next annual examination is not far. I have joined the B.A.II class provisionally. I am in a state of suspense. I do not know whether I should prepare for the B.A. I class examination again or work for the B.A.II class examination.

For the sake of my academic career, my result may kindly be declared at the earliest. My B.A.I class Roll No. is 21815. I shall be thankful to you for an early action in the matter.

Your faithfully,

Manoj,

(Address)

Oct, 5, 2016.