



**NATIONAL PUBLIC SCHOOL
KALKERE, BANGALORE
ACADEMIC YEAR: 20__ - 20__**

Annexure

B

REQUEST FOR BONA FIDE LETTER

INSTRUCTIONS TO FILL THIS 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 email to admin@npskalkere.com

Dear Principal

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/participation 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: _____