



National Public School, Bangalore
Academic Year 20____ - 20____

Annexure
B

REQUEST FOR BONA FIDE LETTER

Date: _____

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: _____

(Format of Annexure B is subject to change. Do not take more than three photocopies of the format)

Instructions to fill 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 email to admin@npskalkere.com

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: _____