



JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY
(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.
Tel : 022 2824 5527 / 83568 67783 | Email : jescollegecom@gmail.com | Web : jescollege.edu.in

To,

Date: _____

The Principal
JES College of Commerce
Science and IT Caves Road,
Jogeshwari (East)
Mumbai – 400060

Sub: Duplicate Marksheet

Dear Sir,

I, Miss / Mr. _____, student of
your college misplaced my FYBCOM / SYBCOM / FYBMS / SYBMS / FYBAF /
SYBAF / FYBSc-IT / SYBSc-IT
Marksheet of _____ of year _____. My Examination Seat No.
_____ semester _____ was
_____.

Please issue me a duplicate Marksheet / Passing Certificate.

The required fees ₹ _____ (₹ 100/- for marksheet for Degree College).

Yours Faithfully,

(Name of the Student with
Signature)

Received ₹ _____ Receipt No. _____ Date: _____

Being the payment against duplicate Marksheet / Passing Certificate.

Signature of Head Clerk