

Date: .....

To  
The Secretary,  
Board of Intermediate Education,  
Andhra Pradesh, Hyderabad.

Sir,

Sub: Issue of **Migration Certificate/ Duplicate Mark Memo**  
**/True extract of Marks/Transcripts/ 1<sup>st</sup> Year / 2<sup>nd</sup> Year**  
– Request - Reg.

NAME OF THE CANDIDATE :

**HALL TICKET NO., MONTH & YEAR** :

COLLEGE WHERE STUDIED WITH ADDRESS :

CHALLAN AMOUNT & DATE

PURPOSE :

ADDRESS IN CAPITAL LETTERS  
WITH PIN CODE NUMBER :

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Yours faithfully,