



National Public School, Indiranagar

Academic Year 20\_\_\_\_ - 20\_\_\_\_

Annexure  
**B**

Dear Principal

**REQUEST FOR BONA FIDE LETTER**

Date: \_\_\_\_\_

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: \_\_\_\_\_

**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 [npsinr@yahoo.com](mailto:npsinr@yahoo.com)