

**Date :- .....**

**To**

The Principal  
Apex College, Makrana  
Dist. Didwana Kuchaman (Raj.) – 341505

**Subject:** Request for submission of Examination Form with deficient documents and undertaking for consequences

**Respected Sir,**

I, \_\_\_\_\_ (Name of the Student), S/o / D/o \_\_\_\_\_, am a student of \_\_\_\_\_ (Course/Class/Year), Exam Form No. \_\_\_\_\_, respectfully submit that I am required to submit my University Examination Form for the academic session \_\_\_\_\_.

I humbly state that at present, the following required document(s) is/are deficient / not available:

1. \_\_\_\_\_
2. \_\_\_\_\_

I request you kindly to allow me to submit my examination form provisionally despite the above deficiency, so that my examination form may be forwarded to the University within the prescribed time.

**Undertaking:**

I hereby give my undertaking that I shall submit the above-mentioned deficient document(s) as soon as possible. I fully understand and accept that if the document(s) is/are not submitted with the exam form, I shall be solely responsible for all consequences arising therefrom, including but not limited to:

- Withholding of result by the University, and/or
- Imposition of financial penalty or any other action by the University.

I further declare that neither the College nor the University shall be held responsible in any manner for the consequences due to non-submission or delayed submission of the required documents.

I therefore request you to kindly consider my application and grant permission to submit my examination form.

Thanking you.

**Yours faithfully,**