

Date: 19/07/2024

To

The Principal
ODM Public School
Bhubaneswar

Respected Sir

(Sub: Issue of Reference letter for admission in
new school at Colombo)

I would like to state that, I have been transferred to
Colombo by my employer. In this regard, I have
applied for Transfer Certificate through ODM Connect.

I have applied for admission of my daughters in the
prestigious British School at Colombo. As part of
admission process, they have asked for reference letter
from previous school. Therefore, I would request you
to issue a suitable reference letter. Details of my daughters
are as under:

- Tanvi Agrawal, Class VII⁵⁰, Admission No - 13036
- Navika Agrawal, Class III^C, Admission No - 13509

Thanking you.

Yours faithfully
Avinash

AVINASH SINGHAL
987107543