

Sample Formats for Bonafide Certificate

For Students:

BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL	
This is to certify that Mr./Miss. _____ S/o or D/o of Mr./Mrs. _____ bearing roll no _____ and admission no _____ is a bonafide student of this school/college/institute and studied in Class _____ during the financial year _____ studying _____ course for the academic year _____.	
Dated:	
Place:	
	Signature Head of the Institution/School (with Stamp and Seal)

For Employees:

BONAFIDE CERTIFICATE FROM THE _____ COMPANY	
This is to certify that Mr./Miss./Mrs. _____, residing at _____ has been associated with _____ company since _____. He/she is a bonafide employee of this company employed at the position of _____.	
He/she is reliable, hardworking, and has a good moral character.	
Dated:	
Place:	
	Seal of the company

Bonafide Application Format

For Students:

	Date:
From, (Student Name) (Student Class) (Student Roll No.)	
To, The Principal (Address of the School/College/Institute) (Place)	
Subject: Application for Issue of Bonafide Certificate	
Respected Sir/Madam,	
I, (Name), S/o or D/o (Parent Name), studying in (Class) in (Course) at (School/College/Institute Name), need a Bonafide Certificate for (reason). So, I kindly request you to issue me a Bonafide Certificate.	
Thanking you, Yours faithfully,	
(Signature of Student)	

For Employees:

To, (Department Name) (Name of the Company) (Address of the Company) (Place) Subject: Request for Issuing a Bonafide Certificate Respected Sir/Madam, I, (Name) residing at (Address) working in the company as (Position) from (Year of Joining) need a Bonafide Certificate for (reason). So, I kindly request you to consider my request and issue me a Bonafide Certificate with the following details: Employee Name: Department Working in: Position/Role in the Company: Employee ID/No.: Address: I have attached the required attested copies of the documents with this application. Thanking you, Yours sincerely, (Name and Department) (Signature of Employee)	Date:
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