

Format for requesting a Student Email Account

To,

The Principal,

_____ (Name of the College),

_____ (Address of the College)

Date: __/__/____ (Date)

From,

_____ (Name),

_____ (Roll Number)

Subject: Request for student email ID

Dear Sir/ Madam,

Respectfully, I am _____ (Name), a student of _____ (Branch) of your reputed College i.e. _____ (College Name). My roll number is _____ (Roll Number).

Most respectfully, I am writing this letter in order to request you for providing me with the college student's email address. I am in need of a student ID as this will be helping me to _____ (official purpose/ as per the requirement of college/avail myself student discount) for which I will be requiring the student ID which is issued to make from your side.

I believe you would consider this as a genuine request. I shall be highly obliged for your kind support.

Thanking you,

_____ (Signature),

_____ (Name),

_____ (College Roll Number)