

## **<Year Gap Certificate Sample format>**

To  
The Chairman  
West Bengal Minorities Development & Finance Corporation,  
Minority Affairs and Madrasah Education Department,  
Government of West Bengal.

**Subject:** Request for Scholarship Consideration – Explanation of Year Gap.

Respected Sir,

I, **<Name>**, applicant for the **SVMCM** Scholarship (Application No. **SSP2025.....**), son of **<Father's Name>** and **<Mother's Name>**, resident of Village/Ward No. **<Village Name>**, P.O. **<Post Office Name>**, P.S. **<Police Station Name>**, District- **<District Name>**, respectfully submit this application for your kind consideration. I have successfully passed the **Higher Secondary Examination** in the year **2024** under the **West Bengal Council of Higher Secondary Education**.

Subsequently, I secured admission to the **B.A. (Four-Year Course)** at **Dumkal College**, affiliated to the University of Kalyani, on **28.08.2025**, for the academic session **2025–2026**.

I would like to declare that during the academic session **2024–2025**, I did not take admission in any educational institution due to **financial constraints**.

In view of the above, I sincerely request you to kindly consider my application for the SVMCM Scholarship, which will greatly support me in pursuing and completing my B.A. course.

**Date:** 03.09.2025

**Place:** Domkal

Yours faithfully,

\_\_\_\_\_  
(Signature)

Principal  
Signature

**<লাল লেখা গুলো পরিবর্তন করতে হবে।>**

BDO  
Signature