

# Embassy Petition for Conduct Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Consular Officer

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Subject: Petition for Issuance of Conduct Certificate

Dear Sir/Madam,

I am writing to formally request the issuance of a Conduct Certificate. I am a citizen of [Your Country] currently residing in [Current Location] and require the certificate for [state purpose, e.g., employment, visa application, etc.].

Please find enclosed the necessary documents to support my application for your review:

- Copy of my passport

- Completed application form
- Proof of residence
- Any other required documents

I would appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]