



# **ECOLE LA COLOMBIERE**

**SECTION FRANCAISE ET ANGLAISE**

**MATERNELLE, PRIMAIRE ET SECONDAIRE**

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## TO WHOM IT MAY CONCERN

This is to confirm that WAMUNGU Queen, who completed her secondary school at Lycée la Colombière in 2009, had collected her diploma but lost it.

Any service rendered to her will be highly appreciated.



Martine UMUBYEYI

Principal

Queen Wamungu Gaju  
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Kigali, Rwanda  
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October 23, 2021

Ministry of Education  
National Examination and School Inspection Authority (NESA)  
KG 17 Ave  
Kigali, Rwanda

**RE: Requesting a Duplicate High School Diploma**

Dear Sir/Madam,

My name is Queen Wamungu Gaju, and I'm writing this letter to request for a replacement of my secondary school diploma. Unfortunately, my original diploma got lost while I was in the process of moving to another country, post-completion of my undergraduate studies abroad.

I went to "**Ecole La Colombière**", also formerly known as "**Lycée La Colombière (LLC)**", and graduated in the year of "**2009**". The names that I have used during my high school years are: "**QUEEN WAMUNGU**" (*without the Gaju...*).

Along with this letter, I have provided a few documents for your review:

- A copy of my ID + Passport.
- A letter from the Principal of Ecole La Colombière attesting of my past enrollment at the school, and confirming that I had received my diploma.
- A receipt of payment of 3000 RWF made to RRA's bank account.
- A lost declaration certificate obtained from RIB.

I have recently graduated from Medical School, and currently in the process of applying for a Medical Internship position. Having a duplicate of my high school diploma will be of great help for all the necessary administrative procedures before I can secure that position.

Thank you for your time and assistance in this matter.

Sincerely,

Queen Wamungu Gaju

