

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Application for School Transfer Certificate

I hope this letter finds you well. I am writing to formally request the issue of a Transfer Certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class Name] at [School's Name].

Due to [reason for transfer, e.g., relocation, change in family circumstances, etc.], we have decided to transfer [him/her] to another school. We kindly ask for your assistance in processing this request at your earliest convenience.

Please let us know if you require any further information or documentation to facilitate this process.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]