

[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]

Subject: Application for School Transfer Certificate

Dear [Principal's Name],

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

Due to [reason for transfer, e.g., relocation, personal circumstances], we are required to transfer [him/her/them] to another school starting [date].

I kindly ask you to initiate the process for issuing the necessary transfer certificate at your earliest convenience. Please let us know if there are any forms or additional information required to complete this request.

Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Relationship to the Child]