

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

The Principal

[School Name]
[School Address]
[City, State, Zip Code]

Subject: Application for School Transfer Certificate

Dear [Principal's Name],

I hope this letter finds you in good health and spirits. I am writing to request the issuance of a Transfer Certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class Name] at your esteemed institution.

Due to [brief reason for transfer, e.g., relocation, personal circumstances], we have made the decision to transfer [Child's Name] to another school. We kindly request that the Transfer Certificate be issued at your earliest convenience, as it is necessary for the admission process at the new school.

We are grateful for the support and education provided by [School Name] during [his/her] time here, and we appreciate your assistance in this matter.

Thank you for your understanding.

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]
[Relationship to Child]