

[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: Request for School Transfer Certificate

Dear [Principal's Name],

I hope this letter finds you in good health. 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 [brief reason for transfer, e.g., relocation, personal circumstances], we have decided to transfer [him/her/them] to another school.

In accordance with the school's policies, I kindly ask that you process this request and issue the transfer certificate at your earliest convenience.

Please let me know if there are any forms or procedures I need to complete to facilitate this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Relationship to the Child]