

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

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

Subject: Issuance of School Transfer Certificate

Dear [Recipient Name],

This is to officially inform you that [Student's Name], son/daughter of [Parent's Name], a student of [Class/Grade/Section], has successfully completed the necessary requirements for a transfer certificate.

We hereby issue this Transfer Certificate to facilitate the student's admission to another institution.

Details of the student are as follows:

- Student Name: [Student's Full Name]
- Class/Grade: [Class]
- Admission Number: [Admission Number]
- Date of Birth: [Date of Birth]

We wish [Student's Name] all the best in his/her future endeavors.

Thank you for your cooperation.

Yours sincerely,

[Signature]
[Principal's Name]
[Designation]
[School Name]
[Seal of the School]