

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

The Principal

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

Subject: Request for Transfer Certificate

Dear [Principal's Name],

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

Due to [brief reason for transfer, e.g., relocation, change of school], we are required to transfer to [New School Name/Location]. Therefore, I kindly request that you process the transfer certificate at your earliest convenience.

Please let me know if there are any forms to fill out or fees to be paid for this process. I appreciate your assistance and support in making this transition as smooth as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]