

[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]

Dear [Principal's Name],

Subject: Request for School Transfer Certificate

I hope this message 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 Name] at [School's Name].

Due to [brief reason for transfer, e.g., relocation, change of circumstances], we find it necessary to move [him/her/them] to another school. It is our intention to ensure a smooth transition for [Child's Name] in this regard.

We kindly request you to issue the transfer certificate at your earliest convenience. If there are any documents or further procedures required on our part, please do not hesitate to inform me.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Relationship to Child]