

[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, [Your Name], the parent/guardian of [Child's Name], a student of [Grade/Class] at your esteemed institution, am writing to request the issuance of a transfer certificate.

Due to [reason for transfer, e.g., relocation, change in family circumstances], we have decided to transfer [Child's Name] to a new school.

We kindly request you to process the transfer certificate at your earliest convenience. Please let us know if any further documentation is needed to facilitate this request.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]