

[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 Issuance of Transfer Certificate

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 Name] at [School's Name].

Due to [brief explanation of the reason for transfer, e.g., relocation, family circumstances, etc.], we will be moving to [New Location/City], which unfortunately requires us to transfer [him/her/them] to a different school.

We have appreciated the education and support that [Child's Name] has received at [School's Name] and are grateful for the efforts of the teaching staff and administration.

We kindly request that you process the transfer certificate at your earliest convenience, enabling us to complete the admission process in the new school. Please let us know if there are any forms or additional information needed from our side to facilitate this request.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]