

[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 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 explanation of the reason for transferring, e.g., relocation, change of school, etc.], we will be moving to [New Location] and would like to enroll [Child's Name] in a new school there.

I kindly request you to process this application at your earliest convenience and provide us with the Transfer Certificate. Should you require any additional information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]