

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I hope this letter 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 Name].

Due to [reason for transfer, e.g., relocation, change in family circumstances], we will be moving to [New Location], and it has become necessary for us to transfer schools.

Please let us know the process to obtain the Transfer Certificate and if there are any formalities we need to complete. We appreciate your support and cooperation during this transition.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]