

[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],

Subject: Application for School Transfer Certificate

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 [mention reason for transfer, e.g., relocation, personal circumstances], we will be moving to [New Location] and it is necessary for us to transfer [him/her] to a new school.

Please find the necessary details below:

- Child's Name: [Child's Full Name]
- Current Grade/Class: [Current Grade/Class]
- Admission Number: [Admission Number] (if applicable)

We kindly request that the Transfer Certificate be processed at your earliest convenience. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Child]