

[School Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Student's Full Name], son/daughter of [Parent's Name], has been a student at [School Name] from [Start Date] to [End Date]. During this period, [he/she/they] was enrolled in [Grade/Class]. Due to [reason for transfer], [he/she/they] will be transferring to [New School Name] located at [New School Address].

We wish [Student's Name] all the best in [his/her/their] new educational journey.

Sincerely,

[Principal's Name]

[Principal's Title]

[Contact Information]

[School Seal/Stamp]