

[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],

I hope this letter finds you well. I am writing to formally request a school transfer certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name].

Due to [reason for transfer, e.g., relocation, change of school district, etc.], we are in the process of transferring [Child's Name] to another school. In order to facilitate this process, we kindly request that you issue a transfer certificate at your earliest convenience.

I would appreciate it if you could ensure that the certificate includes all necessary details, including the enrollment duration and the grades completed.

Thank you for your assistance in this matter. Please let us know if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]