

[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 message finds you well. I am writing to formally request a Transfer Certificate for my [son/daughter], [Child's Name], who is currently enrolled in [Grade/Class Name] at [School Name].

Due to [brief explanation of reason for transfer, e.g., relocation, change of school], we have decided to move to another school.

I kindly request you to process the Transfer Certificate at your earliest convenience. Please let me know if there are any formalities or documents required to facilitate this process.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Relationship to the Child]
[Child's Admission Number (if applicable)]