

[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],

Subject: Request for Transfer Certificate

I hope this letter finds you well. I am [Your Name], a student of [Your Grade/Year] at [School's Name], and I am writing to formally request a Transfer Certificate (TC).

Due to [briefly explain reason for transfer, e.g., relocation, change in school, etc.], I will be unable to continue my studies at [School's Name]. Therefore, I kindly request the issuance of my Transfer Certificate to facilitate my admission to my new school.

I would appreciate it if you could process my request at your earliest convenience. Please let me know if there are any forms or further information needed to complete this process.

Thank you for your support and understanding.

Sincerely,

[Your Name]
[Your Grade/Year]
[Your Roll Number] (if applicable)