

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Subject: Request for Transfer Certificate

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request the issuance of a Transfer Certificate for my [son/daughter], [Child's Name], who is currently studying in [Grade/Class Name] at your esteemed institution.

Due to [brief reason for the transfer], we will be relocating and therefore require the TC to enroll them in a new school.

I kindly request you to process this at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]