

****TC Request Letter Template****

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Request for Transfer Certificate

I am writing to formally request a Transfer Certificate (TC) for my child, [Child's Name], who is currently a student in [Grade/Class] at [School Name]. Due to [brief reason for transfer, e.g., family relocation, change of school, etc.], we will need to transfer him/her to a new school.

We have appreciated the support and education that [School Name] has provided, and it is with a heavy heart that we make this request.

Please advise on the necessary steps to obtain the Transfer Certificate.

I would appreciate your prompt assistance in processing this request.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Relationship to the Student]