

[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 in good health. I am writing to formally request the issuance of a Transfer Certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name]. Due to [brief reason for the transfer, e.g., relocation, change of school], we will be moving, and as a result, I need to transfer my child to another institution.

I kindly request you to process this application at your earliest convenience, as it will greatly assist us in the transition.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Relationship to the Student]