

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

The Principal  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for School Leaving Certificate

I hope this letter finds you well. I am writing to formally request the issuance of my School Leaving Certificate. I am [Your Name], a student of [Grade/Class] at [School Name], and I have decided to [reason for leaving - e.g., transfer to another school, personal reasons, etc.].

I would appreciate it if you could please process my request at your earliest convenience, as I will need the certificate for [mention any requirements like admission to another school, documentation, etc.].

I am grateful for the education and support I received during my time at [School Name] and would like to express my sincere thanks to all the staff and teachers.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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