

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

The Principal

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

Subject: Application for School Leaving Certificate

Dear [Principal's Name],

I am [Your Name], a student of [Your Class/Grade] in [School Name]. I am writing to formally request the issuance of my School Leaving Certificate due to [reason for leaving, e.g., transfer to another school, personal reasons, etc.].

I have completed my studies up to [Last Attended Class/Grade] and my [mention any applicable exams or achievements].

I kindly request you to process my application and provide me with the School Leaving Certificate at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Your Roll Number/ID (if applicable)]