

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

The Principal

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

Subject: Request for School Leaving Certificate

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request the issuance of my School Leaving Certificate. My details are as follows:

- Name: [Your Full Name]
- Grade/Class: [Your Current Grade/Class]
- Roll Number: [Your Roll Number]
- Date of Birth: [Your Date of Birth]
- Duration of Study: [Start Year - End Year]

The reason for this request is [mention your reason, e.g., transferring to another school, personal reasons, etc.]. I would appreciate your prompt attention to this matter as I need the certificate for [mention any specific reason or deadline, if applicable].

Thank you for your support and understanding. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]