

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 letter 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 Grade/Class]
- Roll Number: [Your Roll Number]
- Date of Birth: [Your Date of Birth]

I have decided to [brief reason for leaving school, e.g., transfer to another school, personal reasons], and as such, I require the School Leaving Certificate for my records and further enrollment.

I would appreciate it if you could process my request at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]