

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

[Principal's Name]  
[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 a School Leaving Certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School Name].

Due to [brief explanation of the reason, e.g., a family relocation, change of school], we will be unable to continue at [School Name] after [last date of attendance].

Please let me know if there are any forms to fill out or fees to be paid regarding this request. I would appreciate your prompt attention to this matter.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]