

[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 message finds you well. I am writing to formally request the issuance of my School Leaving Certificate. My name is [Your Full Name], and I was a student of [Class/Grade] in your esteemed institution for the academic year [Year/Years].

Due to [reason for leaving, e.g., relocation, change of school], I will be unable to continue my studies at [School Name]. Therefore, I kindly request you to provide me with my School Leaving Certificate at your earliest convenience.

I would appreciate your prompt attention to this matter. If any further information is required, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support.

Sincerely,

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