

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Application for Issuance of School Leaving Certificate

I hope this letter finds you in good health. I am writing to formally request the issuance of my School Leaving Certificate as I have completed my studies at [School's Name] and will be moving on to pursue further education at [next educational institution, if applicable] starting [date].

I have thoroughly enjoyed my time at [School's Name] and appreciate the education and support I have received from the faculty and staff. As I transition to the next phase of my academic journey, I kindly request that you process my application for the School Leaving Certificate at your earliest convenience.

Please let me know if you require any additional information or documentation to facilitate this process. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Class/Grade]
[Your Roll Number]