

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

To,

The Principal

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Application for School Leaving Certificate

Respected Sir/Madam,

I am [Your Name], son/daughter of [Parent's Name], a student of [Class/Grade] at your esteemed institution. I am writing to formally request a School Leaving Certificate as I will be [reason for leaving, e.g., relocating, transferring to another school, etc.].

My details are as follows:

- Admission Number: [Your Admission Number]
- Roll Number: [Your Roll Number]
- Date of Birth: [Your Date of Birth]

I kindly request you to process my application at your earliest convenience. I have ensured that all dues and requirements have been cleared.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]