

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

The Principal

[School Name]
[School Address]
[City, State, Zip Code]

Subject: Application 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 details are as follows:

- Name: [Your Full Name]
- Class/Grade: [Your Class/Grade]
- Roll Number: [Your Roll Number]
- Date of Birth: [Your Date of Birth]

Due to [reason for leaving, e.g., relocation, personal reasons], I will no longer be able to continue my studies at [School Name]. I kindly request you to process my application at your earliest convenience so that I can complete any necessary formalities.

Thank you for your attention to this matter. I appreciate your support during my time at [School Name].

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]