

[Your School's Letterhead]

[Date]

To Whom It May Concern,

Subject: Application for School Leaving Certificate

This is to certify that [Student's Full Name], son/daughter of [Parent's Name], has been a student of [School Name] from [Start Date] to [End Date]. Due to [reason for leaving, e.g., relocation, personal reasons], they will be leaving the school.

We kindly request the issuance of their School Leaving Certificate.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[School Name]

[School Contact Information]