

[Your School's Letterhead]

[Date]

To Whom It May Concern,

Subject: Issuance of School Leaving Certificate

This is to certify that [Student's Full Name], son/daughter of [Parent's Name], was a student of [School Name] from [Start Date] to [End Date].

During this period, [he/she] has completed [his/her] studies in [Grade/Class/Year] and has fulfilled all necessary requirements for the issuance of this School Leaving Certificate.

We wish [him/her] all the best in [his/her] future endeavors.

Sincerely,

[Principal's Name]

[Principal's Designation]

[School Name]

[School Address]

[Contact Information]