

[Your School's Letterhead]

[Date]

To

The Principal

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Application for School Leaving Certificate

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a School Leaving Certificate for my [son/daughter], [Child's Full Name], who has been a student of [Grade/Class Name] at [School Name] from [Start Date] to [End Date].

Due to [brief explanation of the reason for leaving, e.g., relocation, transfer to another school, etc.], we have decided that it is necessary for [him/her] to leave the school.

We kindly request you to issue the School Leaving Certificate at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Contact Number]

[Your Email Address]