

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: School Leaving Certificate

Dear [Recipient's Name],

This is to certify that [Student's Full Name], son/daughter of [Parent's/Guardian's Name], has been a student of [School Name] from [Start Date] to [End Date]. During this period, [he/she/they] has successfully completed [grade/class/year] and demonstrated exemplary conduct throughout [his/her/their] studies.

This certificate is issued upon [his/her/their] request for the purpose of [mention reason, e.g., admission to another school, employment, etc.]. We wish [him/her/them] all the best for [his/her/their] future endeavors.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]