

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for Transfer Certificate

I hope this letter finds you in good health. I am writing to formally request the issuance of a Transfer Certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name]. Due to [briefly state reason for transfer, e.g., relocation, change of school, etc.], we will be moving to a new location, and I would like to request the transfer of my child's records to [New School's Name]. We appreciate the support and education that [School's Name] has provided during [his/her] time here and kindly request that the Transfer Certificate be issued at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Relationship to Child]