

[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]

Subject: Application for Transfer Certificate

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to formally request a Transfer Certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name].

The reason for this request is [briefly explain the reason, e.g., relocation, change of school, etc.]. We believe that this transfer will be beneficial for [Child's Name] in pursuing their educational goals. We kindly request you to kindly process the Transfer Certificate at your earliest convenience, and we would appreciate your assistance in this matter.

Thank you for your support and understanding.

Sincerely,

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