

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

The Principal

[School Name]
[School 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 request a Transfer Certificate for my child, [Child's Name], who is currently studying in [Grade/Class] at [School Name]. Due to [reason for transfer, e.g., relocation, change in family circumstances], we have decided to move to [new location].

We are grateful for the education and support that [School Name] has provided and appreciate the efforts of the teachers and staff.

Please let us know if any further information or forms are required to process this request. We hope to receive the Transfer Certificate by [specific date if applicable].

Thank you for your understanding and support.

Sincerely,

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