

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

The Principal
[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 well. I am writing to formally request a Transfer Certificate for my child, [Child's Name], who has been a student in [Grade/Class] at [School's Name] since [Admission Year].

Due to [reason for transfer, e.g., relocation, change of school], we have decided to move [Child's Name] to another school. We kindly request you to process the Transfer Certificate at your earliest convenience.

Please let us know if there are any forms or documents we need to complete. We appreciate your assistance in this matter.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Relationship to the Student]