

[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: Application for Transfer Certificate

I am writing to request a Transfer Certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class Name] at [School's Name]. Due to [reason for transfer, e.g., relocation, change in family circumstances, etc.], we are unable to continue their education at your esteemed institution.

I kindly request you to process the Transfer Certificate at your earliest convenience, and please let us know if any formalities are required on our part.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]