

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[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 well. I am writing to formally request the issuance of a Transfer Certificate for my child, [Child's Name], who is currently in [Grade/Class] at your esteemed institution.

Due to [reason for transfer, e.g., relocation, personal circumstances], we have decided to move to [new location] and will be enrolling [him/her/them] in a new school.

We have appreciated the quality of education and support provided by [School Name] and are grateful for the wonderful experiences [Child's Name] has had during [his/her/their] time here.

Please let us know if you require any further information or formalities to speed up the process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Contact Number]
[Relationship to Child]