

[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],

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

Due to [brief reason for transfer, e.g., relocation, change in family circumstances], we will be moving to [New Location], and it will be necessary for us to transfer [Child's Name] to a new school. We greatly appreciate all the support and education provided by the faculty and staff at [School's Name], which has greatly contributed to [Child's Name]'s growth and development.

I kindly request you to issue the Transfer Certificate at your earliest convenience so that we can ensure a smooth transition for [Child's Name]. If you require any further information or documentation, please feel free to contact me at the phone number or email address mentioned above.

Thank you for your understanding and support.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]