

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

The Principal  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for Transfer Certificate

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

Due to [brief reason for transfer, e.g., relocation, change of school, etc.], we have decided to move [mention any relevant details].

Consequently, we will need the Transfer Certificate to facilitate the admission process at the new school.

I kindly request you to process this application at your earliest convenience and inform us of any requirements or formalities needed to obtain the certificate.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]