

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School Name]
[School 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 Name] at [School Name]. Due to [brief reason for the transfer, e.g., relocation, change in family circumstances], we have decided to transition to another school.

As per the school's policies, I would appreciate it if you could process this request at your earliest convenience. We are grateful for the educational experience [Child's Name] has received at [School Name], and we would like to ensure a smooth transition to the new institution. Please let us know if any further information is required to complete this request. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]