

[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: Request for School 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 Name] at [School's Name].

Due to [reason for transfer, e.g., relocation, change in personal circumstances], we will be moving to [new location or school], and it is necessary for us to obtain the Transfer Certificate.

Please let us know the required procedure and documentation needed to facilitate this process.

Thank you for your attention to this matter. We appreciate your support and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Student]