

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

The Principal

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

Subject: Request for Transfer Certificate (TC)

Dear [Principal's Name],

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

Due to [brief reason for transfer, e.g., family relocation, change of school], we need to transfer [him/her/them] to another school. We kindly request you to process the TC at your earliest convenience.

Please let us know if you need any further information or documentation to facilitate this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Relationship to Student]