

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

The Principal

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

Subject: Application for Transfer Certificate

Dear [Principal's Name],

I am writing to formally request a Transfer Certificate for my
[son/daughter], [Child's Name], who is currently enrolled in
[grade/class] at [School Name].

Due to [mention reason for transfer, e.g., relocation, change of school,
etc.], we will be moving to [new location]. It is essential for us to
obtain the Transfer Certificate to facilitate [his/her] admission into a
new school.

We request that the Transfer Certificate includes all relevant details,
including [Child's Name], [roll number/admission number], and academic
performance to date.

Please let us know if there are any forms to be filled out or fees to be
paid in this regard. We appreciate your assistance in processing this
request at your earliest convenience.

Thank you for your understanding.

Sincerely,

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