

[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 in good health and spirits. We, [Father's Name] and [Mother's Name], are the parents of [Child's Name], who is currently enrolled in [Class/Grade] at [School Name].

Due to [mention reason for transferring, e.g., relocation, change in family circumstances], we have decided to transfer our child to a new school. We kindly request you to issue a Transfer Certificate for [Child's Name] at your earliest convenience.

We appreciate the education and support provided by [School Name] and thank you for your understanding.

Please let us know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]