

****TC Letter Writing Guide for Students****

****[Your School's Letterhead]****

****[Date]****

****To,****

The Principal,

[Receiving School's Name]

[Receiving School's Address]

****Subject:**** Request for Transfer Certificate

Dear [Principal's Name or 'Sir/Madam'],

I am writing to formally request the issuance of a Transfer Certificate (TC) for my child, [Child's Full Name], who is currently studying in [Grade/Class Name] at [Your School's Name].

Due to [reason for transfer, e.g., relocation, change in school, etc.], we are unable to continue his/her education at your esteemed institution. We have decided to enroll [him/her] in [New School's Name] for the [upcoming academic year/term].

We kindly request you to issue the Transfer Certificate at your earliest convenience, so we can proceed with the admission process.

Please let us know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relation to the Child, e.g., Father/Mother]

[Your Contact Information]

[Your Address]