

[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 Transfer Certificate

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

Due to [brief reason for the transfer, e.g., relocation, change in family circumstances], we have decided to move to [new location] and therefore require a Transfer Certificate to facilitate the enrollment process at a new school.

We appreciate the support and education provided by [School's Name] during [Child's Name]'s time here. Please let us know if there are any specific formalities or documents that we need to fulfill in order to process this request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Relationship to the Student]