

[Your School's Letterhead]

[Date]

To

The Principal

[Receiving Institution's Name]

[Receiving Institution's Address]

[City, State, ZIP Code]

Subject: Application for Transfer Certificate

Respected Sir/Madam,

I, [Your Name], son/daughter of [Parent's Name], am a student of [Your School Name], currently enrolled in [Grade/Standard] with roll number [Your Roll Number]. I am writing this letter to request the issuance of my Transfer Certificate as I am relocating to [New Location/City] due to [mention reason, e.g., parent's transfer, family relocation, etc.].

I have completed my studies at [Your School Name] from [Admission Year] to [Leaving Year]. I humbly request you to process my application and issue the Transfer Certificate at your earliest convenience.

Thank you for your cooperation.

Yours sincerely,

[Your Signature]

[Your Name]

[Your Class/Grade]

[Your Contact Number]

[Enclosures: Any relevant documents, if required]