

[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: Application for School Transfer Certificate

I hope this message finds you well. I am writing to formally request a transfer certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name].

Due to [brief explanation of the reason for transfer, e.g., relocation, personal reasons, etc.], we will be moving to [New Location] and it has become necessary for us to transfer [Child's Name] to a new school.

I kindly request you to process the transfer certificate at your earliest convenience. We appreciate the education and support that [School's Name] has provided during [Child's Name]'s time here.

Thank you for your understanding and assistance in this matter.

Sincerely,

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