

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

The Principal

[School Name]  
[School Address]  
[City, State, Zip Code]

Subject: Application for Transfer Certificate

Dear [Principal's Name],

I hope this letter 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 Name] at your esteemed institution.

Due to [briefly explain the reason, e.g., relocation, change in family circumstances, etc.], we will be unable to continue our association with [School Name].

We have appreciated the education and support provided at [School Name] and are grateful for the valuable experiences our child has gained during their time here.

Kindly find attached any required documents along with a copy of my identification for your reference. We would be grateful if you could process this application at your earliest convenience.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Relationship to the Student]