

[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 officially request a Transfer Certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at your esteemed institution.

Due to [reason for transfer, e.g., relocation, personal circumstances], we have decided to transfer [him/her/them] to another school. It has been a valuable experience for [Child's Name] studying at [School Name], and we appreciate all the support provided by the faculty during [his/her/their] time here.

I kindly request you to process the transfer certificate at your earliest convenience. Should you need any further information or documentation to facilitate this request, please do not hesitate to contact me.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]