

[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 the issuance of a Transfer Certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School Name].

Due to [reason for requesting a TC, e.g., relocation, change of school, etc.], we will be moving and need to transfer [him/her/them] to another school.

We have appreciated the education and support provided by the faculty and staff at [School Name] and thank you for the positive experience our child has had during [his/her/their] time here.

Please let us know if there are any forms to fill out or further procedures we need to follow to process this request. We would be grateful for your prompt assistance in this matter.

Thank you for your understanding.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]
[Relationship to Child, e.g., Parent/Guardian]