

[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 studying in [Grade/Class] at your esteemed institution. Due to [brief explanation of the reason for transfer, e.g., relocation, change in family circumstances], we find it necessary to transfer [Child's Name] to another school. We have greatly appreciated the education and support provided by the faculty at [School Name], and this decision was not made lightly.

We kindly request you to process the Transfer Certificate at your earliest convenience. Please let us know if there are any formalities or documents that need to be completed from our side.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

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