

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name or Appropriate Title],

Subject: Request for School Certificate

I hope this letter finds you in good health. I am writing to formally request a copy of my school certificate. My name is [Your Name], and I was a student at [School's Name] from [Start Year] to [End Year]. My [grade/class] was [Your Grade/Class].

The reason for my request is [briefly explain the reason, e.g., for college application, job application, etc.]. I would appreciate it if you could provide the certificate at your earliest convenience.

If there are any fees or forms I need to complete, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]