

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

The Principal

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

Subject: Application for Transfer Certificate

Dear [Principal's Name],

I hope this letter finds you in good health. 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 Name] at [School/College Name].

Due to [reason for transfer, e.g., relocation, change in school, etc.], we have decided to move [mention the intended school or city if applicable]. It would be greatly appreciated if you could expedite the process, as we aim to ensure a smooth transition for [Child's Name].

I kindly request you to provide the Transfer Certificate at your earliest convenience. Should you need any additional information or documentation, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to the Student, e.g., Father/Mother/Guardian]