

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

Due to [reason for transfer, e.g., relocation, family circumstances], we are required to transfer to another school. My child has had a wonderful experience at [School Name], and we are grateful for the support and education provided.

Please let us know the necessary steps to process the Transfer Certificate. We would appreciate your assistance in this matter.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]