

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

The Principal

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Request 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 (TC) for my child, [Child's Name], who is currently enrolled in [Grade/Class] at your esteemed institution. Due to [state the reason for the transfer, e.g., relocation, change of school], we need to enroll him/her in another school. I kindly request that you provide the Transfer Certificate at your earliest convenience to facilitate a smooth transition.

Please let me know if there are any formalities or documents required to process this request.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Student]