

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

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

Subject: Application for Transfer Certificate

Dear [Principal's Name],

I am writing to formally request the issuance of a Transfer Certificate for my [son/daughter], [Child's Name], who is currently enrolled in [Grade/Class Name] at your esteemed institution.

Due to [brief reason for transfer, e.g., relocation, change of schools], we have decided to move [him/her] to another educational institution. We kindly request that you process the TC at your earliest convenience so that [he/she] can continue [his/her] education without any interruptions. Please let us know if you require any further information or documentation. We appreciate your assistance in this matter.

Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Student]