

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

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

Due to [reason for transfer, e.g., relocation, change of school], we are required to transfer [him/her/them] to a different school. We kindly request you to process this application and provide us with the Transfer Certificate at your earliest convenience.

Please let us know if you require any additional information or documentation to facilitate this process.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Relationship to the Student]
[Signature (if sending a hard copy)]