

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

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

Due to [brief reason for transfer, e.g., relocation, change of school], we have decided to transfer [him/her/them] to a new school. We appreciate the guidance and education provided by the faculty and staff at [School Name] during [his/her/their] time here.

Please let us know the necessary steps and documentation required to process this request. We would appreciate it if the Transfer Certificate could be issued by [specific date if applicable].

Thank you for your understanding and support.

Sincerely,

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