

[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 a transfer certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School Name]. Due to [brief reason for transfer, e.g., relocation, family circumstances], we will be moving to a new location, and my child will be transferring to a different school.

I kindly ask you to process this request at your earliest convenience. If there are any forms or fees that I need to complete, please let me know.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]