

[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 School Transfer Certificate

Dear [Principal's Name],

I, [Your Name], parent of [Child's Name], a student of [Class/Grade] at [School's Name], am writing to formally request the issuance of a Transfer Certificate for my child.

[Briefly explain the reason for the transfer, e.g., relocation, change in school preferences, etc.]

We have appreciated the education and support provided by [School's Name] and remain grateful for the experiences our child has had here.

Please find attached any necessary documents to process this request. I would appreciate your assistance in expediting the issuance of the Transfer Certificate.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]