

[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]

Dear [Principal's Name],

Subject: Request for School Transfer Certificate

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 Name] at [School's Name].

Due to [mention the reason such as relocation, personal circumstances, etc.], we will be moving to [new location/school name] and will need the transfer certificate to facilitate the enrollment process at the new institution.

Please let us know the necessary steps and documents required to process this request. We would appreciate your prompt attention to this matter, as we aim to complete the transfer process smoothly.

Thank you for your support and understanding.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Relationship to Child]
[Signature, if sending a hard copy]