

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

The Principal

[School Name]  
[School 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, [Student's Name], who is currently enrolled in [Current Grade/Class] at [School Name].

Due to [reason for transfer, e.g., relocation, change of school, etc.], we have decided to transfer [him/her/them] to another school. We kindly ask you to process this application at your earliest convenience.

We appreciate the support and education that [Student's Name] has received during [his/her/their] time at your esteemed school.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

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