

[Your School's Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Student's Full Name], son/daughter of [Parent's Name], has been a student at [School Name] from [Start Date] to [End Date]. The student has completed [his/her] studies in [Grade/Class].

We hereby acknowledge that the student has fulfilled all requirements and has no pending obligations towards the school. This transfer certificate is issued upon the request of the parent/guardian for the purpose of seeking admission to another educational institution.

We wish [Student's Name] all the best in [his/her] future academic endeavors.

For any further information, please feel free to contact us at [School Contact Information].

Sincerely,

[Principal's Name]

[Principal's Designation]

[School Name]

[School Address]

[School Phone Number]