

Formal, Professional Letter

Subject: Request for Leaving Certificate for Transfer

Dear [Principal Name],

I am [Your Name], currently enrolled in [Course Name]. Due to personal reasons, I am transferring to another college and require my Leaving Certificate for admission purposes.

Kindly process my request and let me know if any additional documents are required. Your assistance is highly appreciated.

Sincerely,

[Your Name]

[Enrollment Number/Student ID]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/application-format-for-leaving-certificate-from-college-cl>
[c](#)