

# Application Letter For Leaving Certificate

Dear [Principal's Name],

I hope this letter finds you in good health and high spirits. I am writing to formally request a Leaving Certificate from [School Name]. I am a student in [Grade/Class] at your esteemed institution and due to personal circumstances, I am unable to continue my studies at this school.

I would like to express my deep gratitude for the education and support I have received from [School Name]. The years spent here have been invaluable in shaping my character and academic growth. I have had the privilege of learning from dedicated teachers and interacting with fellow students who have become friends for life.

While it is with a heavy heart that I make this decision, I believe it is in my best interest to seek new opportunities elsewhere. I have carefully considered my options and have come to the conclusion that a change in my educational path is necessary to fulfill my personal and career goals.

I kindly request that you provide me with a Leaving Certificate that validates the completion of my studies at [School Name]. This certificate will be crucial for future academic pursuits or employment opportunities. I understand that I may need to complete any necessary paperwork or fulfill any outstanding obligations before the certificate can be issued, and I assure you that I will promptly attend to these requirements.

I want to take this opportunity to express my heartfelt appreciation to the school administration, teachers, and staff who have supported me throughout my time at [School Name]. The knowledge, skills, and values imparted to me during my tenure here will undoubtedly serve as a solid foundation for my future endeavors.

I would like to request that the Leaving Certificate be prepared as soon as possible to avoid any inconvenience or delay in my further educational or career plans. I am available at your convenience to discuss any additional steps or requirements necessary to facilitate this process.

Once again, I would like to extend my sincere gratitude to the entire [School Name] community for the incredible educational experience I have had. I will always cherish the memories and the

friendships I have made during my time at this institution.

Thank you for your attention to this matter. I eagerly await your positive response and the issuance of my Leaving Certificate.

Yours sincerely,

[Your Name]