Informal Leaving Certificate Request Email

Subject: Leaving Certificate Request

Hi [Principal Name],

I hope this message finds you well. I have completed my studies at [School/College Name] and would like to request my Leaving Certificate. Please let me know the next steps.

Thanks so much,

[Student Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/application-letter-for-leaving-certificate