

Application Letter Format For School Leaving Certificate

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Date]

[Name of School]

[Address of School]

[City, State ZIP Code]

Dear Sir/Madam,

I am writing this letter to request a school leaving certificate for myself/ my child [Name of student], who is studying in [Class/ Grade] at your school. As we are relocating to another city/ country, it is necessary for me/ my child to obtain a school leaving certificate.

I request you to kindly issue the school leaving certificate as soon as possible, so that we can complete the necessary formalities at our new location.

Please let me know if there are any documents or fees required for this process. I am happy to provide any necessary information or pay any fees required.

Thank you for your cooperation and support throughout my/ my child's academic journey at your school.

Sincerely,

[Your Name]