

Official formal request

Subject: Application for School Leaving Certificate

Respected Principal,

I am writing to formally request the issuance of my School Leaving Certificate. I have completed my studies up to [Class/Grade] and will be transferring to another school due to relocation.

Kindly process my request at the earliest convenience and provide the necessary documents.

Thank you for your assistance.

Sincerely,

[Student Name]

[Class/Grade]

[Roll Number]

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