

Written by parent for minor student

Subject: Application for School Leaving Certificate

Respected Sir/Madam,

I am [Parent Name], guardian of [Student Name], studying in [Class/Grade]. Due to a change in our residence, we request the issuance of the School Leaving Certificate for my ward.

We kindly request your approval and guidance for completing the formalities.

Thank you for your cooperation.

Sincerely,

[Parent Name]

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