

Request for provisional certificate

Subject: Request for Provisional School Leaving Certificate

Respected Principal,

I am requesting a provisional School Leaving Certificate for [Student Name] of [Class/Grade] due to urgent admission requirements at the new school.

Kindly issue the provisional certificate while the formal process is completed.

Yours sincerely,

[Parent/Student Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/application-letter-format-for-school-leaving-certificate>