

Request for transfer certificate from school

Subject: Application for Transfer Certificate

Dear Sir/Madam,

I respectfully request a Transfer Certificate for my child, [Student's Full Name], studying in [Grade/Class], as we are relocating to another city due to [Reason: job transfer, family relocation, etc.].

We would be grateful if the certificate and any necessary documents could be issued at the earliest to ensure a smooth admission process in the new school.

We appreciate your support and cooperation.

Sincerely,

[Parent's Name]

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