

Letter For School Leaving Certificate

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Request for School Leaving Certificate

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to formally request a School Leaving Certificate for my child, [Child's Full Name], who is a student in [Class/Grade] at [School Name]. Due to unavoidable circumstances, we have had to make the difficult decision to withdraw our child from the school, effective [Last Day of Attendance].

I kindly request that you provide us with the necessary documentation, including the School Leaving Certificate, as this certificate is important for [Child's Full Name]'s future academic pursuits. We appreciate the education and support our child has received during their time at [School Name], and we are grateful for the dedication and hard work of the teachers and staff.

Please let us know the procedure and any required forms or fees for obtaining the School Leaving Certificate. If there are any documents that we need to fill out or any other information you require from us, please do not hesitate to inform us so that we can expedite the process.

We are thankful for the positive experiences and memories our child has gained while attending [School Name], and we would be glad to stay connected with the school community through any

future events or alumni activities.

Thank you for your understanding and cooperation in this matter. We look forward to receiving the School Leaving Certificate at your earliest convenience. If you require any further information from our end, please do not hesitate to reach out to us.

Sincerely,

[Your Signature]

[Your Full Name]

Enclosure: [List any documents you are including with the letter, if applicable]