Formal School Leaving Certificate Request Letter

Subject: Request for School Leaving Certificate

Dear Principal,

I am writing to formally request the issuance of my School Leaving Certificate. I have completed my studies in [Class/Grade] and my last day at school was [Date].

Kindly process my request and provide the certificate at the earliest convenience, as it is required for my admission to [New School/Institution]. I would appreciate any guidance on the procedure if necessary.

Thank you for your support and assistance.

Sincerely,

[Your Name]

[Parent/Guardian Name, if applicable]

[Class/Grade]

[Roll Number]

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