

Urgent Leaving Certificate Request Email

Subject: Urgent Request for School Leaving Certificate

Dear [Principal Name],

I am requesting an urgent issuance of my School Leaving Certificate as I need it for immediate admission to [New School/College]. I completed my studies in [Class/Grade] on [Date].

Kindly expedite the process and inform me if there are any pending requirements from my side.

Thank you for your prompt attention.

Sincerely,

[Your Name]

Get more templates here:

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