

# Letter For Transfer Certificate From School

[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 Transfer Certificate

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a Transfer Certificate for my child, [Child's Full Name], who is currently enrolled in [Class/Grade] at [School Name]. Due to unavoidable circumstances, we need to relocate to a different city, and as a result, my child will have to continue their education in a new school.

I kindly request you to provide us with the Transfer Certificate at your earliest convenience to facilitate the smooth transition of my child's academic records. The Transfer Certificate is a crucial document that is required by the new school for the admission process and for updating their records.

Please find the necessary details below for issuing the Transfer Certificate:

Student's Full Name: [Child's Full Name]

Date of Birth: [Child's Date of Birth]

Class/Grade: [Current Class/Grade]

Roll Number: [Roll Number]

Date of Admission: [Date of Admission at Current School]

I understand that there might be certain formalities and procedures that need to be completed before the Transfer Certificate can be issued. Kindly let us know if there are any specific forms or documents that we need to submit to initiate the process. I am more than willing to provide any information or complete any required paperwork to expedite this process.

If there are any outstanding dues or fees associated with my child's education, please let us know so that we can settle them promptly.

I would like to express my gratitude for the excellent education and support my child has received at [School Name]. We have been truly fortunate to be a part of this esteemed institution, and we will always cherish the memories and experiences here.

I kindly request your cooperation in this matter and thank you in advance for your prompt attention to my request. Please feel free to reach out to me at [Email Address] or [Phone Number] for any further information or clarification.

Once again, thank you for your assistance, and I look forward to your positive response.

Sincerely,

[Your Full Name]

[Signature (if sending a printed copy)]

Enclosures: [List any documents you are attaching, if applicable]