

Provisional Transfer Certificate Request Letter

Subject: Request for Provisional Transfer Certificate - [Student Name]

Dear [Principal's Name],

I kindly request a Provisional Transfer Certificate for my child, [Student Name], currently studying in [Class/Grade]. We require this certificate urgently to facilitate immediate admission in [New School Name] as our family is relocating.

Please advise on any documents or formalities needed to issue the provisional certificate.

Thank you for your prompt assistance.

Sincerely,

[Parent/Guardian Name]

[Contact Information]

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