

School Leaving Certificate Letter

Dear [Principal's Name],

Subject: Request for School Leaving Certificate

I hope this letter finds you well. I am writing to request a School Leaving Certificate for [Student's Full Name], who was a student at [School Name]. [He/She] has completed all the necessary academic requirements and fulfilled all obligations, and it is now time for [him/her] to move on to the next phase of [his/her] education.

Below are the details of the student:

Full Name: [Student's Full Name]

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

Admission Number: [Student's Admission Number]

Class/Grade: [Student's Class/Grade]

Last Date of Attendance: [Date of the last attended class]

Please issue the School Leaving Certificate at your earliest convenience. [He/She] will be requiring it for admission to the new educational institution. If there is any additional information or formalities needed from my end, please do let me know, and I will be glad to comply.

I want to take this opportunity to express my gratitude to [School Name] for providing a nurturing environment and excellent education to [him/her] during [his/her] time here. We truly appreciate the dedication and support of the teachers and staff, which has played a significant role in [his/her] overall growth and development.

Thank you for your attention to this matter. I look forward to receiving the School Leaving Certificate soon. If you require any further information or have any questions, please feel free to contact me via the details provided above.

Yours sincerely,

[Your Name] (Parent/Guardian)

[Signature if submitting a physical letter]