

Formal School Leaving Certificate Request Letter

Subject: Request for School Leaving Certificate

Dear Principal [Name],

I am writing to formally request the issuance of my School Leaving Certificate. I am [Student Name], a student of Class [Grade/Year] with Roll Number [Number], having studied at [School Name] from [Start Date] to [End Date].

Due to [reason for leaving - family relocation/admission to another institution/personal circumstances], I need to discontinue my studies at this institution. I have cleared all pending dues and returned all school property including library books and laboratory equipment.

I kindly request you to process my School Leaving Certificate at your earliest convenience as I need to submit it for admission to my new school by [Date]. I have completed all academic requirements up to [current academic status].

Please let me know if any additional documentation or formalities are required from my end.

Thank you for your time and consideration.

Respectfully yours,

[Student Name]

[Contact Information]

[Date]

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