

Parental Request for School Leaving Certificate

Subject: Request for School Leaving Certificate for My Child

Respected Principal,

I am [Parent Name], parent/guardian of [Student Name] studying in Class [Grade] at your esteemed institution. I am writing to request the School Leaving Certificate for my child due to our family's relocation to [City/State].

My child has been a sincere student and has maintained good academic standing throughout their tenure at your school. All school fees have been cleared and library books returned. We are grateful for the quality education and care provided by your institution.

As we need to enroll [him/her] in a new school before the academic session begins, I would be obliged if you could issue the leaving certificate by [Date]. Please find attached the completed application form and fee receipt.

I would also appreciate if you could provide a character certificate along with the leaving certificate for admission purposes.

Thank you for your cooperation and understanding.

Warm regards,

[Parent Name]

[Contact Details]

[Date]

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