

Heartfelt School Leaving Letter

Subject: A Difficult Goodbye - Request for School Leaving Certificate

Dear [Principal Name],

It is with a heavy heart that I write this letter to request my School Leaving Certificate. After [number] wonderful years at [School Name], the time has come for me to say goodbye due to my family's relocation to [location].

This school has been more than just an educational institution to me - it has been my second home. The memories I've created here, the friendships I've built, and the lessons I've learned both inside and outside the classroom will stay with me forever.

I want to express my deepest gratitude to you and all the teachers who have shaped my character and nurtured my growth. The values of integrity, compassion, and excellence that this school stands for will continue to guide me in my future endeavors.

While I am excited about new opportunities ahead, leaving this school feels like leaving a piece of my heart behind. I promise to make you all proud wherever life takes me.

I would be grateful if you could process my leaving certificate so I can carry a piece of this wonderful institution with me as I continue my educational journey.

Thank you for everything.

With love and respect,

[Student Name]

[Class and Section]

[Date]

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