

Transfer Certificate Application for Inter-School Sports Admission

Subject: Request for Transfer Certificate

Dear Sir/Madam,

I am writing to request a Transfer Certificate for my child, [Student's Name], who is presently in [Grade/Class]. He/She has been selected to join [New School Name] to further pursue opportunities in competitive sports. The new school has requested a Transfer Certificate to complete the admission process.

I kindly ask that you issue the certificate and supporting documents at the earliest to ensure a seamless transition.

Thank you for your cooperation.

Sincerely,

[Your Name]

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