

Formal School Transfer Certificate Request Letter

Subject: Request for Transfer Certificate

Dear Principal,

I am writing to formally request a Transfer Certificate for my child, [Student's Name], who is currently studying in [Grade/Class] at your institution. Due to our family's relocation to [City/Location], it has become necessary for us to enroll him/her in a school closer to our new residence.

We kindly request you to issue the Transfer Certificate along with all required supporting documents at the earliest possible date to ensure a smooth admission process in the new school. We appreciate your cooperation and the care provided to our child during his/her time here.

Sincerely,

[Your Name]

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