

Transfer Certificate Request for Higher Studies

Subject: Application for Transfer Certificate

Dear Sir/Madam,

I am writing to apply for a Transfer Certificate for myself, [Student's Full Name], currently a student in [Grade/Class]. I have been selected for higher studies at [New School/College Name], and as part of the admission process, I am required to submit a Transfer Certificate from my current institution.

I kindly request you to issue the Transfer Certificate at the earliest to help me complete my admission procedure on time. I would like to thank the school and faculty for their valuable guidance and support throughout my studies here.

Sincerely,

[Student's Name]

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