

Transfer Certificate Request for Change of Curriculum

Subject: Request for Transfer Certificate

Dear Principal,

I am writing to request a Transfer Certificate for my child, [Student's Name], who is currently studying in [Grade/Class]. We have decided to enroll him/her in a school that offers the [Curriculum Name, e.g., IB/IGCSE/CBSE] program, which we believe will better suit his/her educational needs and long-term academic goals.

Kindly issue the Transfer Certificate along with all relevant documents to facilitate the admission process. We sincerely appreciate the efforts of the teachers and administration who have guided and nurtured our child during his/her time here.

Yours faithfully,

[Your Name]

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