

Official Transfer Certificate Application for Government Procedures

Subject: Application for Transfer Certificate

Respected Sir/Madam,

This is to formally request a Transfer Certificate for [Student's Full Name], son/daughter of [Parent's Name], currently enrolled in [Grade/Class] at [School Name]. The certificate is required for official documentation purposes with the Education Department, as per their guidelines for school transfers.

We kindly request that you provide the certificate along with all necessary records, including attendance and progress reports, to facilitate compliance with the prescribed requirements.

Yours sincerely,

[Your Name]

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