Casual tone letter

Subject: Request for Leaving Certificate

Hi Principal,

I am [Student Name], currently in [Class/Grade]. I am moving to another city and would need my

School Leaving Certificate. Could you please help me with this?

Thanks a lot!

[Student Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/application-letter-format-for-school-leaving-certificate