

Informal Parent Request for Leaving Certificate

Dear [Principal/Headmaster],

I hope you are doing well. My child, [Child's Name], studying in [Class/Grade], will be leaving the school due to [Reason, e.g., relocation]. I kindly request the issuance of the School Leaving Certificate.

Please let me know if any documents or forms are required from my side.

Thank you for your kind assistance.

Best regards,

[Parent/Guardian Name]

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