

Heartfelt Leaving Certificate Request Letter

Dear [Principal Name],

It is with mixed feelings that I request my School Leaving Certificate. My time at [School Name] has been invaluable, and I am grateful for the guidance and support received from the teachers and staff.

I am leaving due to [Reason, e.g., family relocation, career opportunity] and kindly request the certificate to proceed with my further studies.

Thank you for everything.

Warm regards,

[Your Name]

[Class/Grade]

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