Casual email to principal requesting TC

Hi [Principal Name],

I hope this message finds you well. I am [Parent Name], the parent of [Student Name] in [Class/Grade]. Due to our upcoming relocation, we would like to request a Transfer Certificate for

[Student Name].

Please let us know if any documents are needed from our side to process this request. Thank you

for your support!

Best regards,

[Parent Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/letter-to-principal-for-transfer-certificate