

Requesting immediate issuance of TC

Subject: Urgent Request for Transfer Certificate

Respected Principal,

I am writing to request the urgent issuance of a Transfer Certificate for my child, [Student Name], studying in [Class/Grade]. We require the certificate due to [urgent reason, e.g., admission deadline at new school].

We kindly request your immediate attention to this matter. Your assistance will be greatly appreciated.

Thank you,

[Parent Name]

[Contact Information]

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