

Initial request for TC pending final confirmation

Subject: Preliminary Request for Transfer Certificate

Respected Principal,

I am [Parent Name], parent of [Student Name], currently enrolled in [Class/Grade]. We would like to request a preliminary Transfer Certificate as we are planning a transfer to another school.

Kindly advise on the documents required and the process for issuing the certificate. Your guidance will be appreciated.

Best regards,

[Parent Name]

Get more templates here:

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