

# Transfer Certificate Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Request for Transfer Certificate

Dear [Principal's Name],

I hope this letter finds you in good health and high spirits. I am writing to formally request a Transfer Certificate for my [son/daughter], [Student's Full Name], who is currently enrolled in [Class/Grade] at [School Name]. Due to unavoidable circumstances, it has become necessary for us to seek admission in another school, and therefore, we require the Transfer Certificate to facilitate the process.

I would like to express my gratitude for the quality education and overall development that [Student's Name] has received during [his/her] time at [School Name]. The support and encouragement provided by the teachers and staff have been instrumental in shaping [his/her] academic journey, and we will always cherish the memories of [his/her] time spent at this esteemed institution.

To ensure a smooth transition to the new school, we kindly request the Transfer Certificate to include the following details:

1. Full Name of the Student: [Student's Full Name]
2. Date of Birth: [Student's Date of Birth]

3. Class/Grade: [Current Class/Grade]

4. Date of Admission: [Date of Admission at Current School]

5. Date of Leaving: [Last Date of Attendance at Current School]

6. Reason for Leaving: [Briefly mention the reason for the transfer, if you wish]

7. Academic Record: [Include any relevant academic information, such as marks/grades obtained in the last examination]

I understand that there might be certain formalities to be completed before the issuance of the Transfer Certificate. Please let us know if there is any documentation or process that we need to undertake to facilitate this request promptly.

Kindly acknowledge this letter and provide us with an estimated date of when we can collect the Transfer Certificate. If possible, we would appreciate it if the certificate could be ready within the next [number of days] to ensure a smooth transition for [Student's Name].

Thank you for your understanding and cooperation. If you have any questions or require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Once again, I extend my heartfelt appreciation for the support and education provided to my [son/daughter] at [School Name]. We look forward to a positive response to our request and assure you of our cooperation throughout the transfer process.

Sincerely,

[Your Name]