
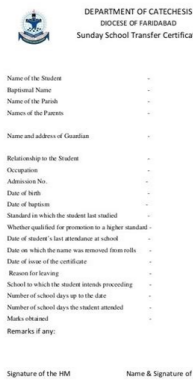


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# Request letter format for school transfer certificate



## Elementary School Transfer Request Letter

To the Principal,  
My name is Mrs. Elia Rose and I would like to inform you that the reason for writing this letter is to transfer my son to another school as we are moving to a new house.  
The commencement of the classes will be from the coming school year from June 9<sup>th</sup> 2015 and he will be in grade 5 already. I am not in favor of transferring him to another school but the transportation difficulties mean that it is nice for him to remain near the school.  
I would like to request you the transferring documents that would be required by the school for the formalization of the whole process.  
I am very grateful for the knowledge that you imparted to my son during his stay at your school. It is nice to know that my son got his early education from your esteemed school.  
Yours truly,  
Elia Rose

To  
The Principal,  
XYZ School,  
(Address)  
Sub: Application for Transfer Certificate  
Dear Sir,  
My son/daughter, **(Student's Name)**, Std - **x**, Sec- **x**, Roll No- **xx**, is studying at your school. As I have joined a new organization my location of posting is changed and hence I cannot continue my son/daughter to study at your school.  
Hence requesting you to issue a transfer certificate for her to facilitate her admission at another school at new location.  
I also hereby confirm that her tuition fees are paid till **(Month and Year)** and there is no other dues pending to be cleared.  
Dated: \_\_\_\_\_ Yours  
Sincerely,  
Place: \_\_\_\_\_  
**(Name)**  
\_\_\_\_\_  
Father of **(Student's Name)**



**MY INSTITUTION NAME**

Address.

## Pupil's Transfer Certificate

*This is to certify that \_\_\_\_\_  
son/daughter of \_\_\_\_\_ has been  
a pupil of this school from \_\_\_\_\_ to \_\_\_\_\_  
and was studying in Class/Grade \_\_\_\_\_ at the time of  
withdrawal.*

*His/ Her date of birth according to the school record is \_\_\_\_\_*

*All school dues have been satisfactorily settled.*

\_\_\_\_\_ *has been promoted to Class* \_\_\_\_\_

Registration No. xxxxx

Date \_\_\_\_\_

\_\_\_\_\_  
*Principal*

Date: .....

To  
The Principal  
(School Name)  
(Address)  
(Tel. No.)

Sub.: Application for issue of school leaving certificate of our son/daughter

Respected Sir/Madam,

I am the father/mother of a previous student of this school, who passed his 10th exam this year and moved on for higher education. It is required for him/her to submit the school leaving certificate of this school at the educational institution he is going to join soon.

Kindly note his following personal and academic details at your school:

Student Name: .....  
Schooling period: (year) to (year)  
Admitted to school: (date)  
School Registration Number: (Admission Number)  
Last day at school: (date)  
Grades completed: 8th to 10th.  
10th Class Roll Number: .....

I hope the above information will be helpful to track his schooling records and school leaving certificate.

I kindly request you to instruct the concerned officer to complete the formalities on my request and provide me with the school leaving certificate of my child at the earliest. I would be grateful to you.

I wish all the success to an esteemed school like yours. All the best!

Thanking you!

Sincerely,

signature

(Name of the Father/Mother)

Transfer certificate request letter format for school in english. Transfer certificate request letter format for school in tamil.

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