From Place:

Name Date:

To

The Principal,

School Name,

School Address.

Sub: Request for Transfer Certificate.

Dear Sir / Madam,

This is to bring your kind notice that due to my father job transfer next month we are moving to a different location. So in order to get a school admission in a new location, I need my transfer certificate.

So I am requesting you to please arrange my transfer certificate so that I can continue my education without any obstacles.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.