From Place:

Name Date:

Address

To

The Principal,

School Name,

School Address.

Sub: Application for Transfer Certificate (TC), Marks List & Study Certificate

Dear Sir/Madam,

With all your support and guidance I have completed my 10th standard and now I am going to join in further studies, for that I need my transfer certificate along with my board marks list and study certificate.

I have paid all my fee dues so I am requesting you to please arrange my certificates.

Thanking you,

Your sincerely,

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