From Place:

Name Date:

Address

To

The Principal,

School Name,

School Address.

Sub: Request for Transfer Certificate (TC)

Respected Sir/Madam,

This is a request letter for my transfer certificate. I \_\_\_\_\_\_\_\_\_\_(name) completed 10th class in this academic year and I am going to join in 12th standard, for that I need my school transfer certificate.

So I am requesting you to please issue my transfer certificate.

Thanking you.

Yours Obediently,

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