To Place:

The Principal, Date:

School Name,

School Address.

Dear Sir / Madam,

This a kind of request letter for issuance of my transfer certificate (TC), I have completed my intermediate successfully. Now I want to join in graduation, in order to join in graduation I need to submit transfer certificate and marks list.

Here are my Details:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roll no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

So please arrange my transfer certificate.

Thanking you.

Yours Sincerely,

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