To Place:

The Principal, Date:

School Name,

School Address.

Sub: Request for Transfer Certificate

Respected Sir,

I \_\_\_\_\_\_\_\_\_\_\_\_\_(name) completed intermediate in \_\_\_\_\_\_\_\_\_\_\_(course name), I am planning to join in graduation in \_\_\_\_\_\_\_\_\_\_\_(college name), for that they are asking me to submit transfer certificate.

So here I am requesting you to please arrange my transfer certificate.

Thanking you.

Yours Obediently,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Address.