**To**  Date:

The Principal,

School Name,

School Address.

**From**

Student Name,

Class & Section,

Admission no.

Sub: Application for Transfer Certificate (TC).

Respected Sir/Madam,

I am writing this request letter to issue my transfer certificate. With all your support & blessings I have successfully completed my 10th class.  Next I am planning to go for higher studies, for that, I need my transfer certificate.

So please issue my TC, I shall be grateful to you.

Thanking you

Yours sincerely,

Your name.

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