To                                                                                                Date:

The Principal,

School Name,

School Address.

Sub: Request for Transfer Certificate (TC).

Respected Sir / Madam,

With due respect, I, \_\_\_\_\_\_\_\_(student name) writing this letter for my transfer certificate. I have successfully completed my 10th class and I need my TC to join in further courses.

Therefore I am requesting you to kindly issue my transfer certificate, I shall be thankful to you in this matter.

Thanking you.

Yours faithfully,

Student name,

10th class, Section \_\_,

Roll No:\_\_.