To Place:

The Principal, Date:

School Name,

School Address.

Sub: Application for Transfer Certificate of My Son / Daughter

Dear Sir / Madam,

This is to inform you that my son / daughter named \_\_\_\_\_\_\_\_\_\_\_\_(name) studying \_\_\_\_\_\_(class). Due to my job transfer, I and my family are moving to a new location. To get new school admission for my children we need a transfer certificate.  
So here I am requesting you to please handover the transfer certificate of my son/daughter.  
Thanking you.

Yours Sincerely,

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