**To**  Place:

The Principal, Date:

School Name,

School Address.

**From**

Student Name,

Class & Section,

Admission no.

Sub: Application for Transfer Certificate (TC) & Marks List.

Respected Sir/Madam,

I am writing this request letter to issue my transfer certificate. With all your support & blessings I have successfully finished my 10th class.  Now I want to go for higher studies, for that, I need to have my TC and marks list.

So please provide my TC and marks list.

Thanking you

Yours sincerely,

Your name.

­