To                                                                                                Place:

The Principal,                                                                            Date:

School Name,

School Address.

Sub: Application for Transfer Certificate

Dear Sir / Madam,

My name is \_\_\_\_\_\_\_\_\_\_\_\_(student name), a student of your esteemed institution.  I am writing this letter to apply for my transfer certificate & marks list.

I have completed my intermediate successfully. Now I want to join in graduation, in order to join graduation I need to submit TC and marks list.

So please issue my transfer certificate.

**Here are my Details:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roll no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanking you.

Yours Sincerely,

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