To Date:

The Principal,

School Name,

School Address.

Sub: Application for Transfer Certificate of my son/daughter.

Dear Sir / Madam,

I, \_\_\_\_\_\_\_\_\_ (parent name) writing this to inform you that my **son / daughter** named \_\_\_\_\_\_\_\_\_\_\_\_ (student name) of \_\_\_\_\_\_(class), section \_\_\_ & roll no. \_\_\_ successfully completed **his/her** **10th / 12th** class.

To join him/her in further classes we need transfer certificate, so kindly issue **his/her** transfer certificate.

We shall be thankful to you in this matter.

Thanking you.

Sincerely,

Parent name,

Mobile No.