To                                                                                                Date:

The Principal,

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.

I have completed my intermediate successfully. Now I want to join in graduation for that reason I need my Tc.

So kindly issue my transfer certificate, I shall be obliged to you.

Thanking you.

Yours Sincerely,

Your name,

12th class, Section \_\_,

Roll No:\_\_.