**To**  Date:

The Principal,

School Name,

School Address.

Sub: Application for Transfer Certificate (TC).

Respected Sir/Madam,

I, \_\_\_\_\_\_\_\_\_(your name) writing this letter to request my transfer certificate. I have recently passed out my 12th class. Now I want to go for higher studies, for that, I need my transfer certificate.

So please issue my TC, I shall be thankful to you.

Thanking you

Yours sincerely,

Your name.

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