

From:

Date:-

To,
The Principal,
National Public School,
5th Cross, Sheshadripuram,
Shivamogga.

Subject:- Transfer Certificate:-

My son/daughter, Miss/Mr _____ is studying
in our school in class _____ during the academic year
_____. I request you to kindly issue transfer certificate for (reason
for leaving) _____.

Yours faithfully

Place:

Date: