

Format of Application for Leaving / Transfer Certificate

To,
The Principal,
Prabhat Kids School,
Akola.

Date : ___/___/_____

Subject : Application for Transfer Certificate.

Respected Sir / Madam,

With due respect, I (Father/ Mother / Guardian) am writing with a request to issue a transfer certificate of my son / daughter who is studying in your school.

His / Her details are,

Student's Name : _____

Class / Section : _____

Reason for applying transfer certificate : _____

Thanking you !

Name of the Parents : _____

Sign and Date : _____