Date

To

Recipient Name

Title

School Name

Street Address City, ST ZIP Code

Respected principal,

**Subject:** Request for transfer certificate

Dear Principal,

This is to inform you that [student name] of grade [X] is moving to Texas due to his father’s job. He has cleared his mid-term examinations. All dues have been cleared and books from the library returned. Kindly grant [student name] a transfer certificate.

Look forward to your cooperation.

Sincerely,

Your Name

Street Address City, ST ZIP Code | Phone | Email