To,

The Principal,

American Lyceum School,  
Park lane branch, Michigan, USA.

15-04-20XX

Subject: Request from parents to change school

Dear Mr. Henry,

First of all, I would like to say thanks to you and your teaching staff for your marvelous services. There would be no exaggeration if I say that you people are helping our children become useful citizens. Through this letter, I request you to issue a school transfer letter to my daughter, named Liza, Class 7-A, Roll number 13. The reason behind her leaving is that I am being transferred to New York from New Jersey by the end of this month. It will be impossible for my daughter to travel between two different states. The best thing is that I have talked to the management of the same school branch located in New York, so I am less worried about her studies now.

I have cleared all the dues of your school, leaving nothing pending. Therefore, I request you to write a school leaving certificate for Liza that may be used in the other school for her admission purpose in another branch of American Lyceum School.

Liza has learned a lot under your kind supervision, and she will miss her sincere teachers a lot there. Waiting for your nice cooperation.

Yours truly, Anderson.