To,

[The Principal]  
[School Name]  
[Address]

Re: Entreaty for School Transfer Certificate

Dear Hegel,

I am Edmund Gratz from Brooklyn, New York. I am the father of Emile Gratz who is a student in grade VII-C in your school. Her roll number is 43 and registration number CG-893-GWR. Since 20XX, I had been working in a Media Consultant Agency as a Creative Director. Now I have been transferred to California. I have received my transfer letter which directs me to join the new company next week.

I want to shift to California along with my family. For Emile, it is important to get a school transfer certificate in order to get admission in another school in California. As it is obvious that all these processes are time-consuming, I request you to approve my request for giving School Transfer Certificate, so that the management can proceed with this request letter and grant the certificate at the given and specified time.

I cannot let my family live here alone as I have three kids who are in middle and high schools and my wife cannot look after them herself alone. That is why I want to shift there with my family. Keeping in view my plea, kindly approve my request by directing the management to grant Emile’s school transfer certificate within one week.

I shall be grateful for this.

Thank you

Sincerely

Signature