To,

[The Principal]  
[School Name]  
[Address]

Re. Request for School Transfer Certificate

Dear Sophy,

I am Emma Stark, the mother of Nick Stark, who is your student in grade IX with roll number 67 and registration number 3923-GCG-Y78. Nick is one of the brightest students in your school. He has always done great in this school, not only in winning as in all the subjects but also got distinctions in music, sketching, and football. He has been a bright star of the school.

It is always very difficult to leave the place you love the most but sometimes, we are being human, are helpless. I and my child both, have been very happy with the school management and the teaching faculty of the school but I am sorry to inform you that Nick has to leave this school for now and to get admission to another school in Boston.

My husband, who was working as a Manager in CKL Groups here in Brooklyn, has been promoted to Managing Director and transferred him to the head office in Boston. As we have three young kids, we cannot leave them alone here in Brooklyn. That is why we have decided to shift our house in Boston. My husband has to join the office on 20th March 20XX. Keeping in view all the mentioned scenarios, I need your assistance and cooperation in getting Nick’s School Transfer Certificate within three days as we have to shift and settle in a new town which is a strenuous and arduous husky task.

I cannot thank you enough to you and your school tireless efforts in nourishing and training the students and making us parents proud and satisfied. I am obliged by the cooperation and prestigious coordination that the school has done so far.

I shall be grateful to you if you spare some moments to write to the management to issue the School Transfer Certificate in the profile of Nick Stark. Thank you.

Sincerely

Signature