To,

The principal,  
(Name of School)  
(Address of School)

Date:

**Subject: Application for School Transfer Certificate**

Respected Sir/Madam,

I am writing this letter to request a school transfer certificate. I have completed my (state class here) from your school (name of school) on (date) with (tell your marks).

I really enjoyed my time at (state school name) but need to transfer schools because of (tell reason here).

I have no dues to clear and therefore kindly request you to issue me a school transfer certificate.

Thanking you in advance.

Yours Sincerely,

(Your Name)  
Roll Number: