

Dear [Name of School/College],

I am writing to request a Transfer Certificate (TC) as I will be leaving your esteemed institution and transferring to a new school.

My personal details are as follows:

Name: [Your Name]

Date of Birth: [Your Date of Birth]

Address: [Your Current Address]

Admission Number: [Your Admission Number]

I have completed my studies up to [Grade/Class] at your institution and would like to request a TC to facilitate my transfer to a new school. I am grateful for the excellent education I have received at your institution and would like to express my sincere thanks to all my teachers and staff members.

I kindly request you to process my application for TC at the earliest. Please let me know if there are any further requirements or documents needed from my end to facilitate the process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]