

Dear [Name of School/College],

I am writing to request a Sthanantaran Praman Patra (Transfer Certificate) as I will be transferring to a new school/college.

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 till [Grade/Class] at your esteemed institution and wish to continue my education at a new school/college. As per the requirements of the new institution, I need to submit my Sthanantaran Praman Patra.

I kindly request you to issue me the transfer certificate as soon as possible. I understand that the process may take a few days, so I request you to process my application promptly.

Please let me know if there are any further requirements or documents needed from my end to facilitate the process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]