

Form No.
(For Office Use only)



APPLICATION FOR TRANSFER CERTIFICATE

To
The Principal
Swarnim International School
Kodalia, Kolkata 700146

Date:.....

Sub: Application for Transfer Certificate

Respected Madam,

I hereby request you to kindly issue a Transfer Certificate for my Ward.....
of Class..... Registration No..... My child cannot continue in the school
because.....
.....
.....

(Your Reasons)

I take this opportunity to thank you and the staff members for the kind cooperation and support given to my child during his/her tenure in the school.

All dues have been cleared by us.

I wish all the success to your school.

Thanking you,

Yours truly,

1.....(Mother)

2.....(Father)

(Parents' Names & Signatures)