

Form No. ....

(For Office Use only)



**APPLICATION FOR TRANSFER CERTIFICATE**

To

Date:.....

The Principal

Swarnim International School

Kodalia, Kolkata 700146.

Sub: Application for Transfer Certificate

Respected Madam,

I hereby request you to kindly issue a Transfer Certificate to my Son/Daughter.....  
of Class..... Registration No..... My Child will attend school till.....  
He/She 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)