

HOW TO WRITE
A LETTER OF
APPLICATION

FOR

TRANSFER CERTIFICATE

MODEL LETTER

LETTER OF APPLICATION FOR A TRANSFER CERTIFICATE

Kovuri Prathima,
44-8-1,
Rail Pet,
Kakinada

30-05-2023

Suresh Kumar,
Principal,
Montessori High School.

Subject: Request for Transfer Certificate, Study Certificate, and Conduct Certificate

Sir/Madam,

I am writing to request my Transfer Certificate, Study Certificate, and Conduct Certificate from **[School Name]**. I have recently completed class 10 at your school.

I want to express my gratitude for the wonderful education and experiences I received during my time at **[School Name]**. The teachers and

staff have been supportive and dedicated, and I am grateful for their guidance.

I need these certificates for my admission to a college. I understand there may be some procedures and paperwork involved in issuing these certificates. I am ready to provide any necessary information, complete any forms, and pay any fees required. I kindly request your guidance on the specific steps I need to take to get these certificates.

I would greatly appreciate it if the certificates could be prepared as soon as possible. I am in the process of finalizing my admission to the college, and having these documents in a timely manner is important for a smooth transition.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Yours obediently,

K. Prathima