

Application for Transfer Certificate

Date:-

To,

The Principal,

Delhi Public Sec. School, Khurai

Subject: - Application for T.C.

Respected Sir/Ma'am

With due respect I Mst..... father / mother
of.....Studying in / passed class.....

Would like to request you to issue T.C. for my ward.

I have cleared all the dues of school till.....

Required details for T.C. are as Follows:-

1. Student's Name.....

2. Mother's Name.....

3. Father's Name.....

4. Date of Birth.....

5. Admitted in Class..... Date:-..... Admission No.

6. Current Class..... passed out (Report Card Copy Attached)

7. Reason.....
.....
.....

Thanks

Yours Sincerely

For Office Use

Application No.....

Issue Date: -

