

## **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: - .....**

