

Application letter for transfer of school

To
The Principal,
XYZ School,
5543 Aliquet St.
Fort Dodge GA 20783
(717) 450-4729

Subject: (*****)

Respected Sir,

My son Joan Romero is presently studying in your school in class 3rd would like to apply for a certificate of the transfer due to ----- (mention the reason in detail).

So, we would request you to proceed with the transfer certificate formalities, so we can complete the formalities at the new location and school. This is happening suddenly and we would have to move to this new place because of this unavoidable reason.

Kindly, proceed with the transfer certificate process soon and also clear all the pending dues, so that we can start the admission formalities with the new school.

Date – 14-05-2014

Yours sincerely,
(Your Signature)
Colby Bernard
Ap #285-7193 Ullamcorper Avenue
Amesbury HI 93373
(302) 259-2375

