

To
The Principal
Garden High School
318 Prantik Pally
Kolkata – 700107

Subject: Application for issuance of Transfer Certificate

Dear Madam

My ward (Name of Student): _____ Student ID: _____ is a student of
Class: ____ Section: ____ of your school.
I hereby request you to kindly issue a Transfer Certificate for her / him w.e.f. (date): _____ .

Please furnish the following particulars:

Reason for leaving:

Last Date in School:

Checklist of enclosures (please tick):

ID card 1:

ID card 2:

Library Card:

Library Book(s):

Thank you
Yours faithfully

From
Guardian Name :
Guardian Mobile :
Guardian Email :

.....
Signature of the Guardian

For Office Use Only

Checked By:

Approved By: