

# Application for Transfer Certificate (TC)

Date-

The Headmistress  
DAV Centenary Public School  
Hanumangarh Junction

**Subject:** Request for Transfer Certificate (TC)

Respected Sir / Madam

With due respect, I, \_\_\_\_\_ (Student Name), a student of Class \_\_\_\_\_, Section \_\_\_\_\_, Roll No. \_\_\_\_\_ of your esteemed school, would like to request you to kindly issue my Transfer Certificate.

I need the Transfer Certificate as I have to take admission in another school due to \_\_\_\_\_.

Therefore, I kindly request you to please issue my Transfer Certificate at the earliest. I shall be highly thankful to you for your kind consideration.

Thanking you.

Yours faithfully,

(Student Name)

Class: \_\_\_\_\_

Section: \_\_\_\_\_

Roll No.: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_