

Request for Transfer Certificate (L.C.)

OD : _____ Date: _____

To,
The Headmaster/Headmistress,

Subject: Request for Leaving Certificate (L.C.)

Respected Sir/Madam,

I, the undersigned Headmaster/Headmistress of _____,
would like to inform you that Miss/Master _____ has taken
admission in Standard _____ Division _____ in our school.

I kindly request you to issue and send the Leaving Certificate (L.C.) of the mentioned student at
the earliest convenience, to complete the admission process smoothly. Your cooperation in this matter
will be highly appreciated.

Thanking you in anticipation.

Yours faithfully,

(Signature of Headmaster/Headmistress)
School Stamp: _____

