

APPLICATION FOR TRANSFER CERTIFICATE

DATE:

To,
The Principal
SHMD SCHOOL
Jaigaon PO, Alipurduar Dist.
WB-736182

Subject: **Request to issue transfer certificate**

Sir/Madam,

With due respect I request your good self to kindly issue the Transfer Certificate of my ward Mast/Miss: _____

of class _____ Section _____ bearing admission number _____.

Kindly issue the Transfer Certificate of my ward as we are (transferred/shifted to another place) / Completed class X or XII.

All the pending dues of my ward is cleared and all the books taken from the library are returned.

Thanking You

Yours Faithfully