

To
The Principal
Bal Bhavan International School
N.H-1, G.T Road, Gannaur
Distt. Sonipat,
Haryana-131101

Date: _____

Subject- Application for Transfer Certificate.

Respected Sir,

I, Mr./Ms _____ Mother/Father of _____ Class _____

who is a student of your school vide Admn. No. _____ would like to request you to issue school leaving certificate.

Reason:

.....
.....

Hereby I declare that I have no pending fees. I have already cleared fee for my ward for Class _____ for the session _____.

Kindly issue the transfer certificate as soon as possible as per given request.

Thanking you

Your's Sincerely

Name: _____

Mother Name: _____

Class: _____

Father Name: _____

Admission No. _____

Parent Sign. : _____

For Office Use only

Fee Clearance: _____ **Imprest Clearance:** _____

Accountant Sign. _____ **Remarks:** _____