

## Application for Transfer Certificate

**Date :-** .....

**To,**  
**The Principal,**  
**Delhi Public School, Sagar**

**Subject :- Application for T.C.**

**Respected Sir,**

With due respect I Mst. .... father / mother of  
..... Studying in / passed class.....

Would like to request you to issue T.C. for my ward.

I have cleared all the dues of school till .....

**Required details for T.C. are as Follows :-**

- 1. Student's Name .....
  - 2. Mother's Name .....
  - 3. Father's Name .....
  - 4. Date of Birth .....
  - 5. Admitted in Class ..... **Date :-** ..... **Admission No** .....
  - 6. Current Class ..... **passed out (Report Card Copy Attached)**
  - 7. Reason .....
- .....

**Thanks**  
**Yours Sincerely**

● **For Office Use**

**Application No.** .....

**Issue Date :-** .....

**Class Teacher**

**Account Manager**

**Principal**  
**Delhi Public School,**