

Date : _____

The Principal

Virendra Nath Ganguly Memorial School
Ganguly-Tola,
Basharatpur,
Gorakhpur

Sub : Application for Transfer Certificate

Respected Sir/Ma'am,

I beg to state that my son/daughter _____ studies
in class _____ of your institution and admitted in the year _____. He/She
needs his/her Transfer Certificate. The reason for taking Transfer Certificate is
_____.

Kindly issue him/her the Transfer Certificate.

Thanking you,

Yours,

(Parent's Signature)