

From

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To

The Principal,
St. Xavier's English High School,
Divine Nagar, Jaynagar,
Madhubani Dist., Bihar – 847226,

Subject: Requesting for Tranfer Certrificate

Respected Madam,

I hereby request you to kindly issue a transfer certificate for my ward. My reason for which is as follows:

Reason:
.....

I've remitted the school fees for upto the month of

Thanking you

Yours sincerely

(Father's/Mother's/Guardian's Signature & Name)

Date: ■

Student's Name:

Class:

Roll No.:

Caste:

OFFICE USE ONLY

Admission No.: /	Admission Date:
Class Admitted in:	Fees paid upto:,
DOB : / /	Attendance:days / days
Father's name :
Mother's name :	Signature