

To
The Head Tacher / Principal
[School/ Institution Name]
[School/ Institution Name]

Date: _____

Subject: Application for School Leaving Certificate

Respected Sir/Madam,

I, [Applicant Name] residing at [Address of Applicant] , my Son/Daugther studied in your school for the academic [Academic Year] , due to change of Institution I request you to kindly issue him/her the **School Leaving Certificate**.

Students Details:

1. Name :
Class :
Roll No. :
Section :
Session :

I assure you that all school dues have been cleared. I shall be very grateful to you for your kind cooperation.

Thanking you.

Yours Faithfully,

(Signature)

(Applicant Name)

[Address of Applicant]

[Contact No. of Applicant]