Q 2. Write an application to you principal requesting her to issue transfer certificate.

To,

The Principal,

Holy Cross Convent Sr. Sec. School,

Ambikapur.

Subject - An application to issue transfer certificate.

Respected Sister,

With due respect, I want to inform you that, I am \_\_\_\_\_\_\_\_\_\_(your name) of class III of your school. My father has been transferred to Mumbai. So, I will be unable to continue my studies in this school.

Therefore, I request you to issue my transfer certificate so that I can get admission in new school.

Thanking You!

 Yours Faithfully,

(Your name)

(Class and section)