

Bangalore,

19-09-1999.

To,

The Principal,

St. John's School,

Bangalore.

Subject: Requesting for transfer certificate.

Respected Sir,

I am John of class 10th of St. John's School. I am writing this letter to request you for my transfer certificate. The reason for requesting the TC is my father got transferred to another city. We are going to move to another city in a few days so I need the transfer certificate to continue my studies there. So I request you to grant me the transfer certificate.

Thanking you

Yours faithfully,

G. John,

Roll no : 10,

Class 10th.