

Keera Public School

Keera nagar Nai Basti soharwa teonthar Rewa(m.p.)

Transfer Certificate Application Form

To,
The Head Mistress,
Keera Public School Soharwa
Teonthar Rewa (m.p.)

Subject: Application for Issue me Transfer Certificate

Respected Madam,

With due respect, I would like to state that I have completed my _____ standard/ Class from your Keera Public school this year. However, my parents have decided to admit me at _____ to pursue my studies. Therefore, I request you to kindly issue me a school transfer certificate.

Dues have already been cleared, and photocopies of all essential documents have been attached with this letter.

I shall be grateful to you.

Yours obediently,

Name:- _____

Class:- _____,

Roll No.:- _____

Date:-

Place:

Students Details :-

Name : _____

Father Name :- _____

Aadhar Number :- _____

Child Id:- _____ Samagra Id:- _____

1. A fee of 200/- is charged for issuing a school leaving certificate.

2. During School Leaving clear all dues, otherwise document will not be provided to student .then school will not be responsible.

The Application should be signed by head of department or authorisation to office staff.

Schoolar Head