

TC APPLICATION FORMAT

From

Date: _____

To
The Principal
Maheshwari Public School
Ladvi, Surat

Dear Sir

Sub: Application for Transfer Certificate

I wish to withdraw my son / daughter from the school with effect from _____
_____. The reason for the withdrawal is _____
_____.

Name of the Student: _____ Class: _____ Div: _____

It is therefore requested that a Transfer Certificate be issued to my ward.

Thanking you

Parent's Name : _____ Sign: _____ Date: _____

FOR OFFICE USE ONLY

- a) Clearance from the Office : _____
- b) Clearance from the Librarian : _____
- c) Attendance : From: _____ To: _____ Total No. of Days: _____
- d) Last date of Attendance : _____
- e) Class Teacher's Name : _____ Sign: _____ Date: _____