

Date:- _____

To,
The Principal
GREEN VALLEY HIGH SCHOOL,
Nepali Basti, Sukhanjan, Bokajan

SUBJECT : APPLICATION FOR TRANSFER CERTIFICATE

Respected Sir/ Madam,

I / We would like to apply for the Transfer Certificate of my daughter / son /
Ms. / Mst. _____ studying in class _____
Div. _____ in your school.

Kindly issue me the required certificate on or before _____.

Thanking you,

Yours faithfully,

Father's Name _____ Signature _____ Phone No. _____

Mother's Name _____ Signature _____ Phone No. _____

FOLLOWING DETAILS ARE FURNISHED HERewith FOR YOUR READY REFERENCE:

- | | | | | |
|-----|---|-----------------------------|-----------------------------|-----------------------------|
| (1) | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| | SURNAME | STUDENT'S NAME | FATHERS' NAME | MOTHER'S NAME |
| (2) | DATE OF ADMISSION : _____ | | | |
| (3) | ADMITTED IN CLASS : _____ | | | |
| (4) | DATE OF BIRTH : _____ | | | |
| (5) | PLACE OF BIRTH : _____ | | | |
| (6) | CASTE AND SUB CASTE : _____ | | | |
| (7) | REASON FOR LEAVING SCHOOL: _____ | | | |
| | _____ | | | |

Note : Certificate will be issued in seven working days after clearing all dues.

Enc : Duly self attested Aadhar copies with filled form.