

Date: / /20

To  
The Principal  
KVTR CBSE School  
Shirpur.

Subject : Application for LC/TC

Applicant : \_\_\_\_\_

Respected Madam,

I hereby request you to issue the Leaving/ Transfer certificate of my son/daughter studying in your school.

The details are as follows:

Student Name : \_\_\_\_\_

Class : \_\_\_\_\_ Div. : \_\_\_\_\_

Reason : \_\_\_\_\_

I have attached the demand letter of the respective school where I am admitting my son/daughter for the further studies.

I have cleared all the due from accounts department and I request you to issue the LC/TC as early as possible.

Your sincerely,

Parent's Signature

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-: For Office Use :-

**\*\*No Dues Pending**

Checked by Clerk (Sign.)

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Principal

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