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| **TRANSFER REQUEST LETTER** |

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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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Dear Professor Mrs. XYZ,I am writing to request you to please issue a transfer certificate for my son Paul Walker of Class 12, Roll number 075. I would also request you to please furnish us with Paul’s updated academic records to better facilitate admission to another college.I have just received a job promotion and my family will have to relocate to Mumbai. I have informed Paul’s professors about the need for a transfer and have cleared all the remaining outstanding fees and dues.I would like to express my sincere gratitude to both the teaching and non-teaching staff for all their help and cooperation during Paul’s academic formation. Thanking you,Sincerely, [Your Signature] |