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| |  | | --- | | **TRANSFER REQUEST LETTER** |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   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] |