

Date:- \_\_\_\_\_

To,  
The Principal  
D.A.V. Public School,  
New Panvel.

**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) \_\_\_\_\_  
**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.**