

# APPLICATION OF LEAVING CERTIFICATE

Date:

To,

The Principal,

**Subject : Request for Providing School Leaving Certificate**

Dear Sir/Madam

My Son/Daughter(\_\_\_\_\_)studying/studied in your school. I want to change the school of my\_\_\_\_\_son/daughter. I request you to kindly issue a school leaving certificate.

Find Details:-

1	Name of pupil in full	
2	Father's Name	
3	Mother's Name	
4	Mother Tongue	
5	Roll No	
6	Enrollment No	
7	Year	
8	Cast with Sub Caste	
9	Nationality	
10	Place of Birth	
11	Date of Birth	
12	Date of Admission	
13	Reason of Leaving School	

Thank you,

Yours sincerely,

(Name & Signature of Parent)

Date of Submission:.....

Address:.....

.....

Contact No:.....