

Date : 2021-03-11

To,
The Principal
Udayan High School
Plot No-121, Mollertek
Dakhin Khan, Dhaka-1230.

Prayer For a Transfer Certificate

Sir,

With due respect, I would like to state that my father has been transfer from Dhaka to Madaripur. He has to join there for his job within short time. He wants to shift our family there. He wants to keep me under his direct guidance. It is impossible to read in your School any longer. So I need a transfer certificate to admission a new institute there.

Therefore, I request you to kindly issue me a transfer certificate. I will be really obliged to you.

I have cleared my all pending dues and returned all the library books.

I remain, Sir

Obediently yours,

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Sarwar Hossain
Class : **IX**
Code : **2341**
Section Name : **Sun Flower**
Group : **Humanities**