

APPLICATION FOR TC

To –

Date: _____

The Principal
Army Public School
Ludhiana

Subject: APPLICATION FOR TRANSFER CERTIFICATE

Dear Sir/Madam

1. It is requested that my ward _____ has studied in class _____ Section _____ during the session _____.

2. I want his/her T.C. due to _____ (mention reason). His/Her personal and academic details are given below:

(a) Name of the Pupil : _____

(b) Father's Name : _____

(c) Mother's Name : _____

(d) Last Studied Class with Session : _____

(e) Subjects Studied : (i) _____ (ii) _____ (iii) _____

(iv) _____ (v) _____ (vi) _____

3. It is also requested that the security and other balances, if any, may please be refunded.

Thanking you.

Yours Faithfully,

Applicant Name : _____

Signature : _____

Signature of Class Teacher : _____

Attendance : _____

Result : _____

COUNTER SIGNATURE OF THE PRINCIPAL