7th June 2024

The Principal  
Don Bosco School,  
Bandlaguda Jagir,  
Hyderabad. 500086.

Subject: Request for Transfer Certificate (TC) and Bonafide Certificate

Respected Sir/Madam,

I hope this letter finds you in good health and high spirits. I am writing to formally request the issuance of my son’s Transfer Certificate (TC) and Bonafide Certificate as he had successfully completed his 10th grade from your esteemed institution.

My son Dodda Shashanth Reddy, a student of Class 10, Lotus. He has been a student at Don Bosco School for the past 2 years, and he had a wonderful and enriching experience here. However, due to further studies in a different institution, he needs to seek admission to another college.

Therefore, I kindly request you to issue the following documents at the earliest:

1. Transfer Certificate (TC)
2. Bonafide Certificate

These documents are essential for his admission to the new institution. I would be highly grateful if you could process my request at your earliest convenience.

Thank you for your understanding and cooperation. I look forward to your prompt response.

Yours sincerely,

Vijay Kumar Reddy Dodda.

**Student’s details:**

Dodda Shashanth Reddy,

10th Class, Lotus

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