**Standard Transfer Certificate Letter**

**[School Letterhead]**

**[Date]**

**[Student's Name]**

**[Student's Address]**

**[City, State, Zip Code]**

**Dear [Student's Name],**

**Subject: Transfer Certificate**

**This is to certify that [Student's Name] was a student of [School Name] and has successfully completed their studies in [mention grade/standard]. We hereby grant them a Transfer Certificate, indicating that they are no longer a student of this school.**

**We wish [Student's Name] the best in their future endeavors.**

**Sincerely,**

**[Principal's Name]**

**[Principal's Signature]**

**[School Name]**