

To : xschool&college@gmail.edu

Subject : Regarding transfer certificate.

Dear Sir,

With due honour, I appeal you that I am a student of class six of your school. I need to inform that my father is a government officer. He has recently been transferred to Kushtia. Our family will shift there next month. It is not possible for me to continue living without my family. In this city I have no such relative who can offer me staying with them. Now the only solution is to have a transfer certificate to get myself admitted into a school in Kushtia.

In the circumstances, I shall be highly obliged if you kindly grant me a transfer certificate and oblige thereby.

Sincerely yours

Meena

Class- Six, Section – A, Roll- 10