

Date: _____

To,
The Principal

_____ (School Name)
_____ (School Address)

Subject: Request for Previous School Records

Dear Sir/Madam,

I am writing to request a copy of my educational records from your esteemed school. Please find my details below:

Name: _____
Date of Birth: _____
Year of Leaving: _____
Class Last Attended: _____
Roll Number (if any): _____

I kindly request you to provide me with my transfer certificate / marksheets / conduct certificate or any other relevant school records at your earliest convenience for further studies/admission purposes.

Should you require any additional information, please feel free to contact me.

Thank you for your time and support.

Sincerely,

Name: _____
Contact No: _____
Email: _____