

Duplicate Transfer Certificate (TC) Application

1. Application for Duplicate TC due to Misplacement during Relocation

To,
The Principal,
[Name of the School],
[School Address],
[City],

Date: [dd/mm/yyyy]

Subject: Application for Duplicate TC due to Misplacement during Relocation

Respected Sir/Madam,

I, [Your Full Name], a former student of your esteemed school, with the Roll Number [Your Roll Number], had completed my [Class/Grade] in the academic year [Year]. I am writing this application to inform you that during my recent relocation, I have unfortunately misplaced my original Transfer Certificate (TC) issued by the school.

The TC is of immense importance to me as it is required for the purpose of admission in higher educational institutions and other official documentation. I kindly request you to issue me a duplicate TC at the earliest, as I need to submit it to the concerned authorities.

I understand that a fee might be applicable for the issuance of a duplicate TC, and I am ready to pay the required charges. I also assure you that I shall take better care of my documents in the future and prevent such incidents from occurring.

I hope that you will consider my request and grant me a duplicate Transfer Certificate. I am enclosing a copy of my identity proof and any other necessary documents for your reference. Kindly let me know if I need to furnish any additional information or visit the school to complete the formalities.

Thanking you in anticipation.

Yours sincerely,

[Your Full Name]
[Contact Number]
[Email ID]

2. Application for Reissuing a Damaged Transfer Certificate

To,
The Principal,
[School Name],
[School Address],
[City],

Subject: Application for Reissuing a Damaged Transfer Certificate

Respected Sir/Madam,

I, [Your Name], have completed my studies at your esteemed institution in the year [Year]. I was a student of Class [Class/Grade], Section [Section], bearing Roll Number [Roll Number]. My Transfer Certificate (TC) was issued to me after the successful completion of my studies.

Unfortunately, due to unforeseen circumstances, the Transfer Certificate has been damaged and is now in an illegible state, making it difficult for me to use it as proof of my schooling. I kindly request you to reissue a new Transfer Certificate for me.

I have attached the damaged Transfer Certificate along with this application for your reference. Please let me know if any additional information or documents are required to process my request.

I sincerely apologize for any inconvenience this may have caused and will be grateful for your assistance in this matter.

Thanking you in advance.

Yours faithfully,
[Your Name]
[Your Address]
[City]
[Contact Number]
[Date]

3. Application for Duplicate TC after Theft Recovery

To,
The Principal,
[School Name],
[School Address],
[City],
[Date]

Subject: Application for Duplicate Transfer Certificate after Theft Recovery

Respected Sir/Madam,

I, [Your Name], am a former student of your esteemed institution, having completed my [Class/Grade] in the academic year [Year of Completion]. I was issued a Transfer Certificate (TC) bearing the no. [TC Number] on [Date of Issue], which I had kept safely at my residence.

Unfortunately, my house was burglarized on [Date of Theft], and several valuable items were stolen, including my original Transfer Certificate. I had lodged an FIR at the nearest police station, and after their thorough investigation, I was fortunate enough to recover my stolen belongings. However, my original Transfer Certificate was found to be damaged and rendered unusable.

As the Transfer Certificate is an essential document required for my higher education and future endeavors, I kindly request you to issue a duplicate Transfer Certificate. I assure you that I shall be responsible for any fee associated with the issuance of the duplicate TC.

I have attached a copy of the FIR and the damaged Transfer Certificate for your reference. I sincerely hope for your understanding and prompt action in this matter.

Thanking you in advance.

Yours sincerely,

[Your Name]

[Roll Number]

[Class/Grade]

[Year of Completion]

[Contact Number]

[Email ID]

4. Retrieval of a Lost Transfer Certificate through a Digital Application

To,
The Principal,
[Name of School],
[Address],
[City], [Pin Code]

Subject: Retrieval of a Lost Transfer Certificate through a Digital Application

Respected Sir/Madam,

I, [Your Name], a former student of your esteemed institution, studied from [Year] to [Year], with the Roll Number [Roll Number] and Registration Number [Registration Number], wish to bring to your notice that I have misplaced my Transfer Certificate. Unfortunately, I am unable to locate it despite my best efforts.

The Transfer Certificate is a crucial document for my higher education and career, and I am in dire need of it. In light of the current digital advancements, I humbly request you to kindly provide me with a digital copy of my Transfer Certificate through email, as it would be a more convenient and secure option for me.

My registered email address is [your.email@example.com], and I would be extremely grateful if you could send a scanned copy of my Transfer Certificate to this email address at the earliest.

I understand that there may be a nominal fee to retrieve the lost Transfer Certificate. I am ready to pay the necessary charges and provide any additional information required for the processing of my request.

I sincerely apologize for any inconvenience caused and would be very grateful for your prompt assistance in resolving this matter.

Thanking you in advance.

Yours faithfully,

[Your Name]
[Roll Number]
[Registration Number]
[Contact Number]
[Email Address]

5. Application to Acquire a Duplicate TC for Multiple Academic Institutions

To,
The Principal,
[Name of the Institution],
[Address],
[City, State, Pin Code]

Subject: Application to Acquire a Duplicate TC for Multiple Academic Institutions

Respected Sir/Madam,

I, [Your Full Name], son/daughter of [Your Father's Name], am writing this application to request a duplicate copy of my Transfer Certificate (TC) for multiple academic institutions. I completed my [Class/Grade] in the academic

year [Year of Completion], bearing Roll No. [Your Roll Number] and Admission No. [Your Admission Number].

Unfortunately, I have misplaced my original Transfer Certificate, and despite my diligent efforts, I have been unable to locate it. A duplicate TC is crucial for my further education and enrollment in other academic institutions. Hence, I kindly request you to issue a duplicate Transfer Certificate in lieu of the lost one.

I understand that acquiring a duplicate TC may involve additional formalities and fees. I assure you that I am ready to complete all the necessary formalities and pay the required fees. Your assistance in this matter will be of great help to me, and I shall be eternally grateful.

I hope that my request will be considered favorably, and I look forward to your prompt response.

Yours sincerely,

[Your Full Name]

[Address]

[City, State, Pin Code]

[Contact Number]

[Email ID]

Date: [Date of Writing the Application]