

Request for School Leaving Certificate Application Process

1. School Leaving Application to Principal

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

Subject: Application for School Leaving Certificate

Respected Sir/Madam,

I, [Your Name], a student of class [Class & Section] in your esteemed institution, am writing this application to request the issuance of my School Leaving Certificate. Due to my father's job transfer, my family is relocating to another city, and I will be unable to continue my studies in this school.

My father's job transfer is effective from [Date], and we will be moving to the new city by the end of this month. Therefore, I humbly request you to issue my School Leaving Certificate at the earliest so that I can join a new school in the new city and continue my education without any disruption.

I also request you to forward my Transfer Certificate and Character Certificate along with the School Leaving Certificate. Kindly clear all my dues, if any, and initiate the necessary formalities as soon as possible.

I would like to express my sincere gratitude for the valuable knowledge, guidance, and support I received from the teachers and staff during my time in this school. I am grateful for the countless opportunities for personal and academic growth that I experienced here, and I will always cherish the memories.

Thank you for your consideration and prompt action in this regard.

Yours sincerely,

[Your Name]
[Class & Section]
[Roll Number]
[Contact Number]

2. Application for School Leaving Certificate due to Financial Problem

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

Subject: Application for School Leaving Certificate due to Financial Problem

Respected Sir/Madam,

I, [Your Full Name], am a student of class [Your Class and Section] in your esteemed institution. With great regret, I would like to inform you that my family is going through a severe financial crisis, which has forced us to make some difficult decisions regarding my education.

Under the present circumstances, we are unable to afford the school fees and other related expenses. We have tried our best to arrange for the required funds, but unfortunately, our efforts did not yield any positive results. As a result, I am unable to continue my studies at this esteemed institution.

In light of the aforementioned reasons, I humbly request you to kindly issue me a School Leaving Certificate. This will enable me to seek admission to a Government school with a lesser fee structure and continue my education. I would like to express my gratitude for the valuable knowledge and guidance I have received during my time at this institution.

Please consider this application and grant me the School Leaving Certificate at the earliest. I shall remain forever grateful for your kind cooperation.

Thanking you,

Yours sincerely,

[Your Full Name]

Roll Number: [Your Roll Number]

Class: [Your Class and Section]

Date: [Date of Application]

3. Application for School Leaving Certificate after 12th Grade

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

Subject: Application for School Leaving Certificate after 12th Grade

Respected Sir/Madam,

I, [Your Full Name], am a student of Class 12th, Section [Section Name] in your esteemed institution. I have recently completed my Grade 12 examinations, and I am writing this application to kindly request you to issue my School Leaving Certificate.

The reason for my request is that I have completed my schooling, and now I am preparing to join a college for my higher studies. The School Leaving Certificate is a necessary document required for my college admission process.

I have thoroughly enjoyed my time at [School Name] and am grateful for the knowledge, experiences, and values that I have gained during my time here. I would like to express my gratitude to the entire staff for their support and guidance throughout my schooling years.

I kindly request you to issue my School Leaving Certificate at the earliest, as I need it to complete my college admission paperwork. I have submitted the required documents and cleared all my dues with the school.

Thank you for your attention to my request, and I hope for a prompt and positive response.

Yours sincerely,
[Your Full Name]
[Roll Number]
Class 12th, Section [Section Name]

4. School Leaving Certificate Application Process after 10th Class

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

Subject: Application for School Leaving Certificate

Respected Sir/Madam,

I, [Your Name], a student of class 10th, section [section], would like to request the issuance of my School Leaving Certificate. I have successfully completed my 10th board examination under the CBSE board, and my roll number is [Roll Number].

Due to my family's relocation to another city, I am unable to continue my further studies at this esteemed institution. It is with a heavy heart that I submit this request for the School Leaving Certificate. This certificate is essential for my admission to a new school in the new city.

I would like to express my gratitude for the invaluable knowledge and guidance that I have received during my time at this school. I kindly request you to process my application at the earliest so that I can submit it to my new school for admission.

Thank you.

Yours sincerely,

[Your Name]

[Roll Number]

[Class, Section]

[Date]

5. School Leaving Application to Address Unique Circumstances and Reasons

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

Subject: School Leaving Application due to Unique Circumstances

Respected Sir/Madam,

I hope this letter finds you in good health and spirits. I am [Your Name], a student of Class [Your Class] in your esteemed school. I am writing this application to express my need for leaving the school due to some unique circumstances and reasons, which have arisen unexpectedly.

Recently, my family has been going through a challenging situation, which has left us no choice but to move to another city. My father has been transferred to a remote location as part of his job, and since he is the sole breadwinner of the family, we must accompany him to support and maintain our family structure. Additionally, my mother has been unwell, and the doctors have advised her to shift to a specific location where the climate will be more suitable for her health.

Considering these unexpected events, I humbly request you to grant me permission to leave the school, effective from [Last Date in School]. I also request you to kindly provide me with the necessary documents, such as the School Leaving Certificate, Transfer Certificate, and Character Certificate, which will enable me to continue my education in the new city.

I am grateful for the wonderful educational experience I have had at [School Name] and for the support and encouragement from all my teachers. I will cherish the memories and the knowledge I have gained here.

Kindly consider my request and grant me permission to leave the school due to my unique circumstances. I look forward to your understanding and positive response.

Thanking you,

Yours sincerely,

[Your Name]

[Your Class]

Roll Number: [Your Roll Number]

Date: [Date of Writing]