

# Application for 12th Fail Transfer Certificate

## 1. Application for Transfer Certificate After 12th Grade Failure Due to Health Issues

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

Subject: Application for Transfer Certificate

Respected Sir/Madam,

I, [Your Full Name], was a student of Class 12th in your esteemed institution, bearing Roll Number [Your Roll Number]. I regret to inform you that due to severe health issues, I was unable to cope with the academic pressure and hence, could not pass the final examinations.

Despite my best efforts and willingness to complete my studies, the recurring health problems have left me unable to continue my education at your esteemed institution. The doctors have advised me to take a substantial amount of rest for my recovery, which would further delay my education.

Therefore, I kindly request you to issue me a Transfer Certificate, enabling me to leave the school formally and maintain my academic records. I am hopeful to rejoin the educational journey once my health improves, perhaps in a less strenuous environment or via distance learning.

All my dues with the school library, labs, and fees have been cleared. Any further requirements or formalities needed from my end shall be promptly fulfilled.

I am grateful for the support and understanding I have received from the teachers and the administration during my tenure at the school. It is with a heavy heart that I have to make this request, but under these circumstances, it is the best decision for my wellbeing.

Thank you for your prompt attention to this matter. I look forward to your positive response.

Yours sincerely,  
[Your Full Name],  
[Your Roll Number],  
[Your Contact Number]

## **2. Application for 12th Fail Transfer Certificate to Continue Studies in a Different Curriculum**

To,  
The Principal,  
[Your Current School's Name],  
[Your Current School's Address],

Subject: Application for Transfer Certificate After 12th Failure to Continue Studies in a Different Curriculum.

Respected Sir/Madam,

I am [Your Full Name], a former student of your esteemed institution in class 12th, bearing the roll number [Your Roll Number]. I write this letter with a heavy heart to inform you that I was unsuccessful in passing the 12th standard examination for the academic year [Year of Exam].

Despite my best efforts, I could not achieve the desired results. After a lot of introspection and discussions with my parents, I have decided to pursue my further studies in a different curriculum that aligns better with my capabilities and future aspirations.

Therefore, I kindly request you to issue me a Transfer Certificate. This will enable me to get admission in another school where I can continue my education in the new curriculum. I assure you that I will put my utmost efforts and commitment towards my studies in the future.

I am hopeful for your kind consideration and prompt action in this matter. I have always been proud to be a part of this institution and will always value the

knowledge and values imparted by it. Please let me know if there are any formalities or procedures that need to be completed from my end.

Thank you for your understanding and assistance in this matter.

Yours sincerely,  
[Your Full Name],  
[Your Contact Number],  
[Your Email Address],  
[Your Residential Address].

Date: [Date of Application]  
Place: [Place of Application]

### **3. Application for Transfer Certificate Following 12th Grade Failure for Personal Circumstances**

To,  
The Principal,  
[Name of the School],  
[School's Address],  
[City, State, Pincode]

Subject: Application for Transfer Certificate

Respected Sir/Madam,

I, [Your Name], student of Class 12th in your esteemed institution, with due respect, would like to bring to your attention that due to unforeseen personal circumstances, I was unable to clear my 12th grade examinations. It is with a heavy heart that I am writing this application to you.

As the circumstances that led to my situation are personal and unavoidable, I have decided to take a step back and reevaluate my academic path. I believe this would be in my best interest, as it would provide me with the necessary time and space to cope with the current situation and prepare better for the future.

In light of the above, I kindly request you to issue me a Transfer Certificate from your esteemed institution. This would greatly assist me in pursuing my future academic endeavors. I assure you that I will utilize this time effectively to overcome my shortcomings and make a strong comeback in my academics.

I am extremely grateful for the opportunities and guidance that I have received during my time at [Name of the School]. The lessons learned here, both academic and life, will always be cherished.

I kindly request you to consider my application and process my Transfer Certificate at the earliest. I shall complete any formalities required for the same.

Thank you for your understanding and support.

Yours sincerely,

[Your Name]

[Your Roll Number]

[Your Contact Number]

[Your Email ID]

[Date]

## **4. Application Requesting 12th Fail Transfer Certificate to Pursue Vocational Training**

To,  
The Principal,  
[Name of the School],  
[Location of the School],

Subject: Request for Transfer Certificate

Respected Sir/Madam,

I hope this letter finds you in the best of health and spirits. I am [Your Full Name], a former student of your esteemed institution, enrolled in the academic year [Year of Enrollment] under the roll number [Your Roll Number].

I am writing to inform you that unfortunately, I was unable to clear my 12th Standard examinations. After giving considerable thought to my future plans, I

have decided to pursue a vocational training course, which I believe will equip me with the necessary skills to build a successful career.

In order to enrol in this course, I require my Transfer Certificate from school as it is a necessary document for admission. I understand that I will have to clear any dues that may be outstanding in my name before the certificate can be issued. I assure you that I will comply with the necessary guidelines in this regard.

I kindly request you to issue my Transfer Certificate at the earliest convenience. I am grateful for all the support and guidance that I have received during my time at [School Name]. I assure you that I will prove myself worthy of the education imparted to me and will uphold the reputation of our school in all my future endeavours.

Thank you for your assistance and understanding in this matter. I look forward to hearing from you soon.

Yours sincerely,  
[Your Full Name],  
[Your Contact Number],  
[Your Email Address],  
[Current Date]

## **5. Application for 12th Fail Transfer Certificate to Join Distance Learning Program**

To,  
The Principal,  
[Your School's Name],  
[Your School's Address],  
[City],  
[State],  
[Date]

Subject: Application for Transfer Certificate.

Respected Sir/Madam,

I, [Your Name], was a student of class 12th in your esteemed institution during the academic year [Year-Year]. Due to certain unfortunate circumstances, I was unable to clear my board examinations and have decided to continue my education through a distance learning program.

I kindly request you to issue me a Transfer Certificate which is essential for my admission into the distance education program. I assure you that this decision was made after much thought and consideration of my future prospects. It is in my best interest to pursue this alternate route of education.

I understand that my records need to be cleared for this process to take place. I have returned all the library books and cleared all the dues with the accounts department. I am ready to follow any other procedure if needed.

I humbly request you to process my application at the earliest as the deadline for the admission into the distance learning program is approaching. Your prompt action in this regard will be highly appreciated.

Thanking you in advance for your understanding and cooperation.

Yours sincerely,  
[Your Name],  
[Your Roll Number],  
[Class and Section]