

To,

Date:

The Principal

MPS Hariylai Village CBSE

Tagore Nagar, Vikhroli (E)

Mumbai –

**Subject:** Application for Leaving Certificate

Respected Sir/Madam,

My son/daughter, \_\_\_\_\_ is a

Bonafede student of Class \_\_\_\_ Div.: \_\_\_\_\_ in your school.

He/She is been studying here for the last \_\_\_\_ years. I urgently require a School Leaving Certificate as we moved to another place/ we have taken his admission in

\_\_\_\_\_ school.

I would like to humbly request you to issue me one at the earliest. I shall be very grateful to you.

Thanking You,

Yours Sincerely

Name of the parent: \_\_\_\_\_

Contact Number: \_\_\_\_\_