

Request for Withdrawal and Issue of Transfer Certificate

The Principal
Bloom Pubic School
C-8, Vasant Kunj
New Delhi - 70

Date.....

Dear Sir,

This is to inform you that I wish to withdraw my child of
Class Sec w.e.f..... due to transfer / personal
reason.

I would request you to kindly issue the Transfer Certificate.

Yours sincerely,

Name of Father Name of Mother

(Signature) (Signature)

Address:

.....

Tel Mobile E-mail:

For Office use only

1. Class Teacher: 2. Fee Dept.: 3. Front Office:



Acknowledgment Slip

This is to confirm the receipt of your application dated for withdrawal of your ward
.....Class/sec Admission No.....

Front Office: Date:

*** Please refer the school Diary for rules of withdrawal.**