

An Application For Taking TC From School

To,
The principal of
St. Xavier's School, Chantipali Baramkela
Dt- Sarangarh-Bilaigarh (C.G.) 496551 India

Subject:- An application for taking TC from school.

Respected Sir/Madam,

I would like to inform you that I am _____ (student's name) _____ and my father's name is _____. I am a student of your school. I have completed _____ (class) _____ standard at your school. And now I want to change my school from St. Xavier's school, Chantipali Baramkela to _____ (New school name) _____ because of my personal/family reasons. I have paid all the due school fee/ bus fee and I have no library books of the school.

Therefore I humbly request you to grant my application and generate TC for me as soon as possible. So that I will remain ever grateful to you. Thanking you.

Date:-

Place:-

Yours faithfully

Name –

Class-

Section-

Roll No-

Name & Signature of parent/Guardian