

APPLICATION FOR T.C.

To

Date : _____

The Principal
Army Public School
Fazilka

Subject : **APPLICATION FOR TRANSFER CERTIFICATE**

Dear Sir/Madam

1. It is requested that my ward _____ has studied in class

_____ Section _____ during the session _____.

2. I want his/her T.C. due to _____ (mentioned reason) His/Her personal and academic details are given below :-

(a) Name of the Pupils : _____

(b) Father`s Name : _____

(c) Mother`s Name : _____

(d) Last Studied class with session. :

(e) Subject Studied : (i) _____ (ii) _____ (iii) _____

(iv) _____ (v) _____ (vi) _____

3. It is also requested that the security and other balances if any may please be refunded.

Thanking you

Yours Faithfully

Applicant Name : _____

Signature : _____

Signature of Class Teacher : _____

Attendance : _____

Result : _____

COUNTERSIGNATURE OF THE PRINCIPAL