To Date: - \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

The Principal

Kaziranga English Academy

Garoo - Ghuli, Guwahati- 35

**Sub:- Prayer for issuing Transfer Certificate and Adjustment/ Refund of Security Deposit.**

Sir,

With due respect, I have the honour to state that I want to apply for Transfer Certificate for my ward Mst/Miss\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ studying in Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the session\_\_\_\_\_\_\_\_\_\_\_\_\_ for completion of course/ change of address/ change of school/ medical ground/ minor personal reason 'Or' any other specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Kindly issue the Transfer Certificate and along with the TC I request you to:

1. Refund the Security Deposit 'or'
2. Adjust the Security Deposit with remaining school fees 'or'
3. Adjust the security Deposit with pending fees of :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is for your information and necessary action.

Thank you.

Yours faithfully

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(Full Signature of Parents/Guardian)

**For Office Use Only**

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| --- |
| **Principal : Front Office Sl No:**Date:Conduct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: |
| **Comment from Exam Cell :**Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Extra Co-Curricular Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Misc:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Clearance from Store:**  |
| **Clearance From Accounts Section:** |
| **Administrative Section:**  |