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

....................................................

(Full Signature of Parents/Guardian)

**For Office Use Only**

|  |  |
| --- | --- |
| **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:** | |