**To**

**The Principal**

**St. Mary's Polytechnic College**

**Valliyide, Mudappallur, Palakkad 678705**

**Date: [DD/MM/YYYY]**

**Subject: Request for Duplicate Transfer Certificate**

**Respected Sir/Madam,**

I, [Name of Student], bearing Admission Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, was previously enrolled in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department. I am writing this letter to kindly request the issuance of a Duplicate Transfer Certificate, as the original one was [mention the reason, e.g., lost, damaged, etc.].

I would be grateful if you could provide the duplicate certificate at your earliest convenience.

Thank you for your attention to this matter.

**Sincerely,**

**[Name of Student]**

Mobile number of student :