**To**

**The Principal**

**St. Mary's Polytechnic College**

**Valliyide, Mudappallur, Palakkad 678705**

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

**Subject: Request for Transfer Certificate**

**Respected Sir/Madam,**

I, [Name of Student], bearing Admission Number \_\_\_\_\_\_, am currently enrolled in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department in the \_\_\_\_\_\_\_\_\_ semester. Due to [reason for transfer, e.g., relocation of family, admission in another institution, etc.], I am writing to request a Transfer Certificate from the college.

I kindly request you to issue the certificate at your earliest convenience.

**Sincerely,**

**[Name of Student]**

**Mobile number of student** :