

## Application for School Leaving Certificate

The Headmaster

[School Name]

[School Address]

[City, State, ZIP Code]

Subject: Application for School Leaving Certificate

Respected Sir/Madam,

I am writing to request the issuance of my School Leaving Certificate formally. I have recently completed my [Grade/Class, e.g., 10th Grade] at [School Name] and will be pursuing further education at [New School/College Name] in [City/State].

I kindly request you to provide me with the School Leaving Certificate at the earliest convenience as it is required for my admission process. I have cleared all my dues and returned all library books and school property in my possession. Enclosed are copies of my ID and the clearance form.

Thank you for your time and consideration. Please let me know if any additional information or documents are needed to process my request.

Yours sincerely,

[Your Name]

[Class/Grade and Section]

[Roll Number]