**Application Letter for School Leaving Certificate due to Father's Job Transfer to another City**

To,  
The Principal,  
Grammar School of Arts,  
Texas, USA.

**Subject: Application for School Leaving Certificate**

Sir, my name is John and I am a student in your school in 9th grade. I have always been a good student and also have a very good academic record. This school has made me into a better person and has also enhanced my skills for which I’m very grateful. Recently my father has been posted to a new city because he is an army officer and I also have to go with him.

I have to take admission in some other school so please make me a certificate of school leaving.  I will always remember this school in good terms. I will be thankful if you will proceed with my request.

John,  
9th grade.