**Application for School Leaving Certificate due to Leaving for another Country**

To,  
The Headmistress,  
Radboud Grammar School,  
California.

**Subject: Application for School Leaving Certificate**

Respected Madam,

I am writing you this application because I want to inform you that my mother has been promoted to the head office of the company and because of this I have to go to England with her. So, sadly I have to move to other school to continue the studies.

I appeal to you to please issue me a certificate of school leaving so that I can get admission in some other school. I will be thankful.

Yours Obediently,

ABC,  
7th grade.