

The Principal

The Duncan Academy

Duncan Hospital Campus

Raxaul.

Date:

Sub: Transfer Certificate

Respected Mam/Sir,

I hereby request you to kindly issue a transfer certificate for my son/daughter
of Class section

I take this opportunity to thank you and the staff members for the kind cooperation and support
given to our child during her past academic year.

Thanking You,

Yours Faithfully

Student Name :

Class :

Roll Number :

Admission Number :