

To,
The Principal,
MPS CBSE Rajawadi,
Ghatkopar.

Date -

Sub - application for leaving certificate.

Respected Sir,

I am Parent of _____ studying in Std _____.

We have shifted to other place / we have taken admission of my child

in _____ School.

Kindly issue leaving certificate of my child.

Yours Faithfully

Name of Parent -

Std -

Contact Number -