

Date: _____

To,
The Principal,
Amar International School,
Motihari, Bihar - 845401

Sub: Request For School Leaving Certificate

Dear Mam,

I hereby request you to kindly issue the School Leaving Certificate for my son/daughter
_____ (Reg No.....) studying in Class Sec:.....

for the following reason : _____.

I take this opportunity to thank you and the staff members for the kind co-operation and support given to our child during his/her past academic year.

I wish all the success to your organization.

Thank you

Yours sincerely

Parent Name: _____

Mobile No. _____