



# VIDYA SHREE ACADEMY

## SR. SEC. SCHOOL

An English Medium Co.Ed. School | Science & Commerce



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Subject- English

Class- V

Topic- Letter Writing

Write and learn the below written Application for transfer certificate.

2. Write an application to your Headmaster for issuing you your transfer certificate.

Ans.

Kaman

20.....

The Headmaster

Govt Primary School

Kaman

Sir

My father has been transferred to Kota. I will have to take admission there.

Kindly issue me my transfer certificate.

With regards

Yours obediently

Vivek Goyal

Class V-C

Roll No. 243

