

Request for Withdrawal and Issue of Transfer Certificate
Academic Session - 2016-17

The Principal
Delhi Public School
Sushant Lok
Gurgaon

Date.....

Dear Madam,

This is to inform you that I wish to withdraw my child
Class Sec Admission Number due
to

I would request you to kindly issue the Transfer Certificate and refund the caution money deposited with the School.

Yours sincerely,

Name of Father Name of Mother

(Signature) (Signature)

Address:

Tel Mobile Fax E-mail:

For Office use only

1. Class Teacher 2. Admission Incharge
3. Accountant

Principal

(Tear off here)

Acknowledgment Slip

This is to confirm the receipt of your application for withdrawal of your ward
..... Class/sec Admission No.....

Signature of Admission Incharge

Date: