

**Request for Withdrawal and Issue of Transfer Certificate**  
**Academic Session - 2017-18**

**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: .....  
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Tel ..... Mobile ..... Fax ..... E-mail:

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**For Office use only**

1. Class Teacher ..... 2. Admission Incharge .....  
3. Accountant .....

**Principal**

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(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: .....