



Requisition for Transfer Certificate

From

To
The Principal
Sir C R Reddy (A) college
E L U R U – 534 006

Sir,

Sub: - Requisition for the issue of Transfer Certificate –
regarding.

I am _____ studied _____
(Inter/Degree) with _____ (Group) during the period from
_____ to _____. Kindly issue my transfer certificate for the
following reason.

Reason:

_____.

Thanking you, sir,

Yours faithfully,

Date:

E L U R U

Note: No dues certificate should be enclosed along with this TC requisition. This requisition should be forwarded to the Principal through office.