

To,  
The Principal  
Ever Green Sr. Sec. School  
Vill- Tularampur, Motahaldu,  
Beriparao, Motahaldu, Haldwani, Ntl.

Subject: - Application for issue of TC/ CC & Other relevant documents.

Respected Sir,

I wish to state that my ward is/ was a regular student of class ..... in session ..... in your school. His School Examination Result was  Passed/  Failed/  **Compartment**. I want to withdraw my ward from your school rolls with reason  **DUE TO LONG ABSENT/**  **PARENT'S DESIRE/**  **FURTHER STUDIES/**  **TO STUDY ELSEWHERE/**  **TO STUDY FOR HIGHER CLASSES/**  **PARENT'S TRANSFER TO ANOTHER CITY/**  **OTHERS.**

So kindly issue me or the authorized person having the receipt, the transfer certificate and other relevant documents ( **C.C.** /  **Migration/**  **Mark Sheet**) of my ward. I have also cleared all dues related with the academics of my ward and agree to pay nominal fee of Rs. 200 for TC and Rs. 100 for C.C. Details of my ward are as under: -

Name of Student: - .....

Aadhar No. ....

Father's Name: - .....

Aadhar No. ....

Mother's Name: - .....

Aadhar No. ....

Date of Birth: - .....

Subjects: - .....

.....

Thanking you

Signature of parent

.....

Date of application: - .....

(Name of Parent/ Guardian)

Mobile No. ....

.....

Attendance (Last class): - .....

(Student's Name)

-----For office use-----

SR. No. .... TC/ CC Generated on: - ..... TC/ CC issued on: - .....

Received by (Parent/ Authorized person) Signature & Date: -

TC Application for Ma/ Ku \_\_\_\_\_ of class \_\_\_\_\_ Session \_\_\_\_\_ received on (Date) \_\_\_\_\_. Kindly collect TC and other relevant documents on (Date) \_\_\_\_\_ during Office Hours.

Signature with seal