

Request Letter for School Records

From,
Naksh
Dwarka, New Delhi

Date: 20 December 2020

To,
AB School
Address

Dear Sir,

I am writing this letter to state that I would require the school records of my son Aman who is in class 1. My family is going to shift to Mumbai as I have been posted there for the job. A transfer certificate will also be required for his admission to another school.

Please arrange these documents as soon as possible, it will be really helpful.

Thank you
Naksh