

To
The Principal
Kaziranga English Academy
Guwahati-35

Dated:

Sub: Prayer for Transfer Certificate and Refund of security deposit

Madam,

With due respect I have the honour to state that I want to apply for
Transfer Certificate for my ward studying in
Class for the session..... for some personal reason.

Kindly refund the Security Deposit along with the Transfer Certificate.

Thanking you,

Yours faithfully,

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