

Date : _____

The Principal
DPS Panipat Refinery
Panipat

Sub : Request for School Leaving Certificate & Caution Money

Dear Sir,

This is to inform you that I wish to withdraw my ward _____

Date of Birth [_____] class _____ Sec. ____ admission no. _____. The

last day of his / her attendance in the school will be _____.

This is due to _____ (if transferred. please attached **transfer order**) I would request you to kindly issue the Transfer Certificate and the caution money deposited with school.

Father's Name (as per aadhaar card) _____ Mother's Name (as per aadhaar card) _____ Emp. No. _____ Address : _____

Tel No. : _____ Mobile no. _____ Email _____

Thanking you,

Yours sincerely

(Signature)

Name _____

(For Office Use Only)

Admission Number _____ Class & Sec _____

- Name of Student : _____
- House : _____
- Attendance : _____ / _____
- Optional Subjects /3rd Lang: _____
- Class Teacher's Signature : _____
- House Warden : _____
- Library : _____
- Exam : _____
- Accounts : _____