

From

To

The Principal,  
Rathinam College of Arts and Science,  
Echanari-641021.

Respected Sir,

Sub : Request for issue of Transfer Certificate.

With due respect, I wish to inform you that I have completed my \_\_\_\_\_ degree course during the academic year 20\_\_-20\_\_. Hence in this regard, I request you to issue me with my Transfer Certificate.

Thanking You

Place : Coimbatore

Yours Faithfully,

Date :

Acknowledgement by Tutor

- All the Marksheets issued to student.
- All the records related to the student are complete.
- Feedback from student obtained

Tutor

HOD

COE Office

**NOTE: The students are requested to collect the Semester mark sheets (1-3/5) from Department and the Consolidated and 4<sup>th</sup>/6<sup>th</sup> Semester Mark sheet from COE Office.**