

From :

To:

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THROUGH

The Principal of **GOUTHAM COLLEGE**

# 258, 5th Main, 2nd Cross, Manjunathnagar, Bangalore - 560 010.

**ISSUE OF TRANSFER CERTIFICATE****Sir,**

I have joined \_\_\_\_\_ course at

\_\_\_\_\_ So, I request you to kindly send  
my Transfer Certificate to the Principal of \_\_\_\_\_, # 258, 5th Main,  
2nd Cross, Manjunathnagar, Rajajinagar, Bangalore - 560 010.

**PARTICULARS**

- |   |   |  |
|---|---|--|
| 1. Name of the Applicant  | : |  |
| 2. Admitted in which Year<br>Class and Section                  | : |  |
| 3. Class & Section at the time<br>of leaving the College & Year | : |  |
| 4. Examination passed   | : | Reg No. _____, Month _____, Year _____ |

Ref :

Yours Faithfully,

Signature of Applicant

*Forwarded with compliments to the Principal with request to forward the Transfer Certificate of the Candidate at the earliest as the student has been admitted to this College.*

Date :

**Principal**