

From

Arun Kumar Chanabasappa Huded

To

The Principal
PM Shri Kendriya Vidyalaya,
Opposite New Court Building,
Vidyanagar, Madikeri, Kodagu,
Karnataka - 571201.

Subject: Request for Issuance of Transfer Certificate (TC)-Reg.

Respected Sir/Madam,

I, Arun Kumar Chanabasappa Huded, father of **Uttam Huded, Illrd Standard**, respectfully request you to kindly issue the Transfer Certificate (TC) of my son.

Previously, I was working in the Coffee Board, Government of India. Upon my selection to another Central Government service, I technically resigned from my previous post and have now joined as an Examiner of Patents and Designs at the Patent Office, Guindy, Chennai. I reported for duty at my new place of posting on 06-07-2026.

As my family is relocating to Chennai, it is necessary to obtain my son's Transfer Certificate so that I can complete the admission process at a school in Chennai without delay.

I kindly request you to issue the Transfer Certificate at the earliest. I shall visit the school with my son on Monday to complete any required formalities and collect the Transfer Certificate on the same day, if possible.

Thanking you

Your Faithfully

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