



OUR REF : .....

TRN : 100259955100003

## LETTER TO REQUEST A LEAVING CERTIFICATE

To: Mr. Paul Asir Joseph

From: Parents of \_\_\_\_\_ Class : \_\_\_\_\_

Date: \_\_\_\_\_ March/ April 2022

I would like to inform you that my son / daughter will **NOT** be returning to St. Mary's for the next Academic Year 2022-2023

Please issue a Leaving Certificate for him / her for

1. **INSIDE UAE ( STATE THE NAME OF THE SCHOOL)** \_\_\_\_\_
2. **Outside UAE** \_\_\_\_\_

I shall collect the Leaving Certificate along with the final results.

The cost for the Leaving Certificate is **AED 126/-**-You **MUST** pay for this through Skiplly and attach a copy of the payment receipt with this form and email both to the class teacher.

**PARENT'S SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

We thank you for entrusting your child to our care for this time and would be grateful if you could kindly state the reason for leaving.

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