



**LETTER TO REQUEST A LEAVING CERTIFICATE**

To: Mr. Paul Asir Joseph

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

Date: \_\_\_\_\_ April / May 2021

I would like to inform you that my son / daughter will **NOT** be returning to St. Mary's for the next Academic Year 2021-2022

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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