



Father's Name :
Mother's Name :
Residential Address :
Contact No. :
Date :

To, Supervisor
Stepping Stones Play School
Harni Road,
Vadodara.

Subject : To issue School Leaving Certificate of my ward

Dear Sir / Madam,

This is to inform you that my child _____
_____ is studying in Class _____ Division _____
In current academic year. We hereby request you to issue the school leaving
certificate.

- Reason for leaving the school :

- Last Date Of Attending the school :

Looking for your kind cooperation.

Regards,

Parent/Guardian's
Sign.

Date