**Application for School Branch Transfer**

The Principal,

Lahore Grammar School, Model Town Lahore.

Subject: Application for Branch Transfer

Madam,

With due respect it is stated that my Son Ali Ahmad is student of this prestigious institution in grade-7. Madam, due to some circumstances I have changed my residence and this branch (Model town) is quite far away from my home. It is causing problem to him as he reaches school late as well as to me because I am responsible for his pick and drop. It is requested that shift my child to another branch of LGS which is on (Barqi Road). This will be suitable to me as well and he also may not suffer from any problem. Kindly, consider this request as I want my child to study in this worthy school whatsoever the branch maybe. But for assistance, consider my verdict.

Thanking You in Anticipation.

Yours Sincerely,

Ahmad Khan F/O Ali Ahmad.

Grade-7

Date: 4th September 2014.