**To Place:**  
The Principal, Date:  
School name,   
Address.

Sub: Request letter for experience certificate.

Dear Sir/Madam,

I **[your name]**, resigned from the position of **[English]** teacher with effect from **[last working date**] at **[school name]**.

This letter is regarding my work experience certificate which has to be submitted for my next job. So kindly provide my experience certificate.

Let me take this opportunity to thank you, It is a great experience working at [school name] where I have acquired so much knowledge of knowledge and experience.

Thanking you.

Sincerely,   
Your name.