

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a transfer for my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at [Current School's Name].

Due to [brief explanation of reason for transfer, e.g., relocation, change in family circumstances, etc.], we believe that transferring to [New School's Name] would be in [Child's Name]'s best interest.

We appreciate the support and education that [Current School's Name] has provided, and this decision has not been made lightly. Please let us know the necessary steps and any information needed to facilitate this transfer.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]