

[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],
Subject: Request for Transfer Certificate

I hope this letter finds you well.

I am writing to formally request a Transfer Certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name]. Due to [reason for requesting transfer], we will be relocating and need to transfer [Child's Name] to a new school.

I kindly ask you to process this request at your earliest convenience, so we can ensure a smooth transition for [Child's Name]. Please let me know if there are any forms or further information required to complete this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Relationship to Child]