

[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 School Name] in [Current Grade/Class].

The reason for this request is [briefly explain the reason for the transfer, e.g., relocation, special programs, personal circumstances].

I kindly ask for your assistance in facilitating this transfer to [New School Name] and would appreciate any guidance you can provide regarding the necessary steps.

Thank you for your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]