

[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 the transfer of my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at [Current School's Name] to [New School's Name] for the upcoming academic year.

Due to [briefly explain reason for transfer, e.g., relocation, changes in family circumstances, etc.], we believe that this transfer is in the best interest of our child's education and well-being.

Please let us know the necessary steps to facilitate this transfer and any documentation you may require. We appreciate your guidance and support during this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]