

[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 am writing to formally notify you of my decision to transfer my child, [Child's Name], from [Current School's Name] to [New School's Name], effective [Transfer Date].

We appreciate the support and education [Child's Name] has received during their time at [Current School's Name].

Please let us know if any specific procedures are required to facilitate this transfer.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]