

[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].

The reason for this request is [briefly explain the reason, e.g., relocation, better educational opportunities, family circumstances, etc.]. We believe that transferring to [New School's Name] would greatly benefit [Child's Name] in terms of [explain benefits, e.g., academic programs, extracurricular activities, etc.].

We understand the school's policies regarding transfers and are prepared to provide any necessary documentation to facilitate this process. Please let us know if there are specific forms or additional information needed. Thank you for considering our request. We hope for a positive response and look forward to your guidance on the next steps.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]