

[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]. Due to [brief explanation of reason for transfer, e.g., relocation, change in family circumstances, etc.], we believe that transferring to [New School's Name] would be in their best interest.

[Optional: Include any specific details or requests regarding the transfer, such as preferred start date or concerns.]

Please let me know if there are any forms or additional information needed to facilitate this transfer. We appreciate your assistance in this matter, and we look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]