

[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.

The reason for this transfer is [briefly explain the reason, e.g., relocation, better educational opportunities, etc.]. I believe that [New School's Name] will provide [Child's Name] with the best environment to continue their education and personal growth.

Please let me know what steps are necessary to facilitate this transfer. I am willing to provide any required documentation and support throughout the process.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]