

[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] at [Current School's Name].

The reason for this request is [briefly explain the reason for the transfer, e.g., relocation, personal circumstances, better educational opportunities, etc.]. We believe that transitioning to [Desired School's Name] would offer [Child's Name] a more suitable environment for their academic and personal growth.

We would appreciate your guidance on the necessary steps to facilitate this transfer process and any documentation you may require from our side.

Thank you for considering our request. We would be grateful for your support in making this transition as smooth as possible.

Sincerely,

[Your Name]  
[Your Relationship to Child]