

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request a transfer of my child, [Child's Name], from their current school, [Current School Name], to [New School Name].

This request is being made due to [brief reason for transfer, e.g., relocation, program availability, personal circumstances].

[Child's Name] is currently in [Current Grade/Year] and has shown great interest in [mention any specific programs, subjects, or extracurricular activities at the new school]. We believe that a transfer to [New School Name] would benefit their educational experience and personal growth.

We understand that there may be procedures and requirements to facilitate this transfer and we are committed to meeting all necessary guidelines.

Please let us know how we can assist in this process.

Thank you for considering our request. We are looking forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]