

[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 [reason for transfer, e.g., relocation, personal circumstances, etc.], we believe that transferring to [New School's Name] would be in the best interest of [Child's Name].

[Optional: Briefly explain the reasons for the transfer, highlighting any special needs, academic goals, or family circumstances that support your request.]

We are confident that [New School's Name] will provide a nurturing environment for [Child's Name] to thrive academically and socially. We kindly request your assistance in facilitating this transfer process and would appreciate any guidance you can provide.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]