

[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, change in circumstances], we believe it is in [his/her] best interest to transfer to [New School's Name].

We kindly ask for your assistance in facilitating this process. Please let us know if any forms or documentation are required to proceed with the transfer.

Thank you for your understanding and support. We appreciate your cooperation in this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]