

[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],

Subject: Acknowledgment of School Transfer

I am writing to formally acknowledge the receipt of the transfer request for my child, [Child's Name], from [Current School Name] to [New School Name]. We appreciate the assistance provided during this transition. Please let us know if there are any further steps or information needed to complete this process.

Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]