

[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 am writing to formally request a transfer from [Current School's Name] to [New School's Name] for [Child's Name], who is currently in [Grade/Class].

[In this paragraph, briefly explain the reason for the transfer request. Include any relevant details, such as moving to a new location, academic needs, or specific programs offered at the new school.]

We believe that [New School's Name] will provide the best environment for [Child's Name] to thrive academically and socially.

I kindly ask you to consider this request and provide any necessary guidance regarding the transfer process. Please let us know if any documents or information are required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Relationship to Child]