

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

[Principal's Name]  
[School Name]  
[School 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 Name].

Due to [reason for transfer - e.g., family relocation, change in circumstances, academic considerations], we have decided it is in [Child's Name]'s best interest to transfer to [New School Name].

We appreciate the support we have received from [Current School Name] and are grateful for the experiences and education provided during [his/her] time there. We believe that [New School Name] will offer [Child's Name] the opportunities better suited to [his/her] needs moving forward.

We kindly ask for your assistance in facilitating this transfer. Please let us know if there are any forms or procedures we need to complete for this request to be processed.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]