

[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: Request for School Transfer for [Student's Name]

I hope this letter finds you well. I am writing to formally request a transfer for my ward, [Student's Name], currently enrolled in [Grade/Class] at [Current School's Name]. Due to [specific reason for transfer, e.g., relocation, health issues, etc.], we believe that this change would be in [his/her/their] best interest.

We have identified [New School's Name] as a suitable option for [Student's Name] to continue [his/her/their] education and believe that [he/she/they] will benefit greatly from the programs offered there.

Please let us know the process we need to follow to facilitate this transfer. We appreciate your understanding and support in this matter. Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Enclosures: Any required documents]