

[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 children, [Child's Name 1] (Grade/Class), [Child's Name 2] (Grade/Class), and [Child's Name 3] (Grade/Class), from [Current School's Name] to [New School's Name] due to [brief reason for transfer, e.g., relocation, family commitments].

We appreciate the education and support provided at [Current School's Name], but we believe that the transition to [New School's Name] will better suit our family's needs during this time.

Please let us know what steps we need to take to facilitate this transfer process. We would appreciate your assistance in ensuring a smooth transition for our children.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]