

[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 child, [Child's Name], who is currently enrolled in [Current School's Name] in [Current Grade/Class]. Due to [brief reason for transfer, e.g., relocation, personal circumstances], we believe that a transfer to [New School's Name] would be in the best interest of [Child's Name].

We kindly ask for your assistance in facilitating this transfer and any information regarding the process and necessary paperwork. We appreciate your understanding and support during this transition.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]  
[Your Relationship to the Student]