

[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 Grade/Class] at [Current School's Name]. Due to [reason for transfer, e.g., relocation, personal circumstances, etc.], we would like to transfer [him/her/them] to [New School's Name].

We believe that this transfer will be beneficial for [Child's Name] and will support [his/her/their] educational journey. We appreciate the guidance and support provided by [Current School's Name] and hope to make this transition as smooth as possible.

Please let us know the necessary steps and any documentation required to complete the transfer process. We are looking forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]