

[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 am writing to formally request a transfer for my child, [Child's Name], who is currently enrolled in [Current School Name], to [Desired School Name].

The primary reason for this transfer is [briefly explain the reason, e.g., relocation, specific programs offered, etc.]. We believe that [Desired School Name] would provide [Child's Name] with the opportunities and environment needed for their personal and academic growth.

[Optional: Include any additional information relevant to the transfer request, such as participation in specific programs or clubs, special education needs, etc.]

Please find attached any necessary documentation, including [list any attached documents, e.g., report cards, recommendations, etc.].

I appreciate your consideration of this request and look forward to your positive response. If there are any further steps or information required, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]