

[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].

We have recently encountered circumstances that make it necessary for us to consider another school. [Briefly explain the reason for the transfer, e.g., relocation, special programs, etc.].

We have researched [New School's Name], and we believe it will be an excellent fit for [Child's Name]'s educational needs and aspirations.

Please let me know what steps we need to take to facilitate this transfer. I appreciate your assistance and understanding in this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]