

[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 the transfer of my child, [Child's Name], from [Current School Name] to [New School Name] due to [brief reason for transfer, e.g., relocation, family needs, educational opportunities].

[Optional: Include any additional information you feel is necessary, such as your child's current grade, any specific programs or supports that may be relevant, etc.]

Please let me know the process for completing this transfer, including any necessary paperwork or meetings that need to be arranged. I appreciate your assistance and attention to this matter.

Thank you for your understanding.

Sincerely,

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