

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Principal
[School Name]
[School Address]
[City, State, Zip Code]

Subject: Request for Change of School

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a change of school for my child, [Child's Name], who is currently enrolled in [Current School Class/Grade].

Due to [briefly explain the reason for the request, e.g., relocation, personal circumstances, etc.], we believe that a transfer to [New School Name] would be in the best interest of my child's education and overall well-being.

I kindly ask you to process this request at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]