

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

[Recipient Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a transfer for my child, [Child's Name], who is currently enrolled in [Current School Name] in [Grade/Class]. We would like to request a transfer to [Requested School Name] for the [Upcoming School Year/Term].

The reason for this request is [briefly explain the reason, e.g., relocation, special program offered, etc.]. We believe that this transfer will be in the best interest of [Child's Name] and will provide [him/her/them] with opportunities that align better with [his/her/their] educational needs.

We appreciate your consideration of our request and are available to discuss this matter at your earliest convenience. Thank you for your attention to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]