

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

[Principal's Name]
JFK High School
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request a transfer to JFK High School for the [specify school year, e.g., 2023-2024] academic year.

I am currently enrolled at [Current School Name] and am seeking a transfer due to [briefly explain reason for transfer, e.g., relocation, academic programs, personal reasons].

After researching various schools, I believe that JFK High School offers the programs and environment that align with my educational and personal goals. I am particularly interested in [mention any specific programs, clubs, or activities that interest you].

I have attached the required documents, including my transcripts, letters of recommendation, and any other necessary paperwork, to facilitate this process.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]