

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

[Principal's Name]
[JK School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

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 Name]. Due to [brief reason for transfer request, e.g., family relocation, personal reasons, etc.], we believe that transferring to JK School would be in their best interest.

[Optional: A brief paragraph detailing your child's strengths, interests, or any specific reasons you feel JK School would be a good fit.]

I would greatly appreciate your assistance in making this transition as smooth as possible. Please let us know the necessary steps we need to take to facilitate this transfer.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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