

[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 hope this letter finds you well.

I am writing to formally request a transfer for my child, [Child's Name], who is currently enrolled in kindergarten at [Current School's Name]. Due to [reason for transfer, e.g., relocation, personal circumstances, etc.], we are seeking to transfer [him/her/them] to [New School's Name].

[Child's Name] has been enjoying their time at [Current School's Name], and we are grateful for the support and education [he/she/they] has received. We believe that [New School's Name] would be a wonderful fit for [him/her/them] moving forward.

Please let us know the necessary steps to complete the transfer process.

We appreciate your assistance and understanding in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Relationship to Child]