

[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 the transfer of my child, [Child's Name], from [Current School's Name] to [New School's Name] for the upcoming kindergarten year.

[Child's Name] has shown enthusiasm for learning and development, and I believe that [New School's Name] will provide the ideal environment to foster their growth and curiosity.

Please let me know if you require any additional information or documentation to facilitate this transfer. Thank you for considering this request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]