

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

To,

The Principal,

Kendriya Vidyalaya [Current School Name]

[Current School Address]

[City, State, Zip Code]

Subject: Application for Inter School Transfer

Respected Sir/Madam,

I hope this letter finds you in good health and spirits. I am writing to formally request an inter-school transfer for my child, [Child's Name], who is currently enrolled in [Current Class/Grade] at Kendriya Vidyalaya [Current School Name].

Due to [brief reason for transfer, e.g., parent's job transfer, relocation, etc.], we will be moving to [New Location]. Therefore, I kindly request the transfer of my child to Kendriya Vidyalaya [New School Name] for the continuation of their education.

We appreciate the support and education that [Current School Name] has provided during our time here, and we are hopeful for a smooth transition to the new school. Please let us know the procedure and any documents required for this transfer process.

Thank you for your consideration.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Parent/Guardian of Child's Name]

[Class/Grade of Child]

[Attach any necessary documents, such as transfer forms, report cards, etc.]