

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

[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for School Transfer

I hope this letter finds you well. I am writing to formally request the transfer of my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at [Current School Name], to [New School Name] for the upcoming academic year.

The reason for this transfer is [briefly explain the reason, e.g., relocation, specific educational needs, etc.]. We believe that this new environment will provide the best opportunities for [Child's Name] to thrive academically and personally.

Please find attached the necessary documents to facilitate this process, including [list any attached documents, e.g., transfer form, report cards, etc.].

We appreciate your attention to this matter and look forward to your response.

Thank you for your support.

Sincerely,

[Your Name]