

[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],

Subject: Request for School Transfer

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 [Current Grade/Class] at [Current School's Name].

Due to [briefly explain the reason for transfer, e.g., relocation, family circumstances, etc.], we believe that transferring to [New School's Name] would be in the best interest of [Child's Name].

The details of the transfer are as follows:

- Student Name: [Child's Name]
- Current Grade/Class: [Current Grade/Class]
- New School: [New School's Name]

We kindly request your support in facilitating this transfer process.

Should you need any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]