

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

[Principal's Name]
[School Name]
[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a student at [Current School Name] in [Current Grade/Year]. I am writing to formally request a transfer to [Desired School Name] for the upcoming academic year.

The reason for my transfer is [briefly explain your reason for transferring, e.g., relocation, academic programs, personal reasons]. I believe that [Desired School Name] will provide me with the opportunities and environment that align with my educational goals and aspirations.

I have attached [any necessary documents, e.g., transcripts, recommendation letters, etc.] to support my application. I am eager to bring my dedication and passion for learning to [Desired School Name].

Thank you for considering my request. I would be grateful for the opportunity to discuss my situation further or to provide any additional information you may require.

Sincerely,

[Your Name]

[Your Current Grade/Year]