

[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 Name] to [New School Name] for the [academic year/semester].

[Briefly explain the reason for the transfer request, such as relocation, academic needs, special programs, etc.]

I believe that the educational environment at [New School Name] would greatly benefit [Child's Name] in [specific ways, e.g., academic growth, extracurricular involvement, etc.].

Please let me know if any further information or documentation is needed to process this request. I appreciate your attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]