

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Postcode]

Dear [Principal's Name],

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

Due to [brief explanation of reasons, e.g., family relocation, health reasons, etc.], we believe that this transfer is in the best interest of [Child's Name]'s education and well-being.

We have thoroughly considered this decision and are confident that [New School's Name] offers an environment that aligns well with [Child's Name]'s learning needs and personal growth.

We appreciate your attention to this matter and would be grateful for your support in facilitating the transfer process. Please let us know if there are any forms or procedures we need to complete to ensure a smooth transition.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]