

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[School/Institution Name]
[School/Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a transfer of my child, [Child's Name], from [Current School Name] to [New School Name], effective [desired transfer date].

Due to [brief explanation of the reason for the transfer, e.g., relocation, change in family circumstances, etc.], we believe that this change will be in the best interest of [Child's Name]'s educational and personal growth. [Child's Name] is currently in [Current Grade/Class] and has been a part of [Current School Name] since [Admission Date].

We appreciate the support and education that [Current School Name] has provided. However, [reason for the transfer needs more relevance to the new school or situation]. We believe [New School Name] offers [mention any specific programs or attributes of the new school that appeal to you].

Please find attached any necessary documents required for the transfer process. Should you need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response and assistance in facilitating this transfer.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]