

[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 apply for a transfer to [School's Name] for the [upcoming school year/semester]. I am currently a student at [Current School's Name] in [grade/year], and I believe that transferring to your school will provide me with the opportunities and environment that will foster my academic and personal growth.

[Optional: Briefly explain your reasons for transferring, such as academic programs, personal circumstances, or other relevant factors.]

I have attached my academic records and any required forms for your review. I would greatly appreciate the opportunity to discuss my application further and explore the possibility of joining your school community.

Thank you for considering my transfer application. I look forward to your positive response.

Sincerely,

[Your Name]  
[Current School's Name]  
[Current Grade/Year]