

[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 message finds you well. I am writing to formally request a transfer for my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at [Current School Name]. Due to [brief explanation of reason for transfer, e.g., relocation, family circumstances, etc.], we believe that a transfer to [Desired School Name] would be in [Child's Name]'s best interest.

We appreciate the support and education [Current School Name] has provided, and we are grateful for the staff's efforts on behalf of our child. However, [elaborate briefly on reasons related to the new school, e.g., curriculum, location, programs, etc.].

Please let us know the necessary steps to facilitate this transfer and any paperwork or documentation you might require. We are keen to make this process as smooth as possible and would appreciate your guidance. Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Relationship to the Child]