

[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 a transfer for my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at [Current School's Name]. We wish to transfer [him/her/them] to [New School's Name], effective [Transfer Date].

The reason for this transfer is [briefly explain the reason, e.g., relocation, better curriculum opportunities, etc.]. We believe that [New School's Name] will provide the support and resources that [Child's Name] needs to thrive academically and socially.

Please let us know the necessary steps we must take to facilitate this transfer and any forms or documents we need to complete.

Thank you for your attention and support. We appreciate your understanding and assistance in this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Relationship to the Child]