

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

[Principal's Name]
[School Name]
[School 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 School Name], to [Desired School Name] for the [upcoming academic year/semester].

[Child's Name] is currently in [Current Grade/Class] and has been a student at [Current School Name] since [Start Date]. Due to [specific reasons for transfer, e.g., relocation, academic needs, etc.], we believe that transferring to [Desired School Name] would be in [his/her] best interest.

We have researched [Desired School Name] and are impressed by [mention any specific programs, extracurricular activities, or values aligned with your child's needs]. We are confident that this transfer will provide [Child's Name] with the best opportunities for growth and success.

Please let us know the necessary steps to facilitate this transfer and any documentation you may need from us. We appreciate your consideration of our request and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]