

[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], currently enrolled in [Current Grade/Class] at [Current School Name], to [Desired School Name].

The reason for this transfer request is [briefly explain the reason, e.g., family relocation, program change, etc.].

We believe that [Desired School Name] will provide [Child's Name] with the best opportunities for their academic and personal growth.

Please let us know the steps we need to follow to facilitate this transfer. We appreciate your understanding and support in this matter.

Thank you for your attention to our request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]