

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intention to transfer from [Current School's Name] to [Desired School's Name] for the upcoming [specify term/year]. This decision is motivated by [briefly explain your reasons for transferring, e.g., academic opportunities, personal circumstances, etc.].

During my time at [Current School's Name], I have appreciated [mention any positive experiences or accomplishments]. However, I believe that [Desired School's Name] offers [specific programs, extracurriculars, or other features that attract you to the new school].

I am excited about the possibility of joining your community and contributing to [mention specific school culture, values, or activities]. Thank you for considering my application for transfer. I look forward to the possibility of being part of [Desired School's Name].

Sincerely,

[Your Name]
[Your Current Grade/Class]