

[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 from [Current School's Name] to [New School's Name] due to [briefly state reason, e.g., relocation, personal circumstances, etc.]. I have greatly appreciated the support and education I have received at [Current School's Name], and I have learned a lot during my time here. However, [explain your reason in more detail, if necessary].

I kindly ask for your assistance in facilitating this transfer process. I am looking forward to my continued education at [New School's Name] and hope to maintain the great relationships I have built here.

Thank you for considering my request. Please let me know if you need any further information or if there are specific steps I need to follow.

Sincerely,

[Your Name]
[Your Current Grade/Class]