

[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 the transfer of my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at [Current School's Name].

The reasons for this transfer are [briefly explain reasons, e.g., relocation, academic needs, personal circumstances]. We believe that [New School's Name] would be a better fit for [Child's Name] due to [explain why the new school is a better option].

We appreciate your understanding and assistance with this matter. Please let us know the next steps in the transfer process.

Thank you for your attention to this request.

Sincerely,
[Your Name]