

[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], from [Current School Name] to [New School Name], effective [Desired Transfer Date].

[Child's Name] has been a part of [Current School Name] for [duration], and we have appreciated the education and support provided. However, due to [reason for transfer, e.g., relocation, personal circumstances, etc.], we believe that transferring to [New School Name] will be more beneficial for [him/her/them].

We would like to discuss the transfer process and any necessary steps we need to take. Please let us know if there are forms to fill out or meetings to schedule.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]
[Your Relationship to Child]