

[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 am writing to formally notify you that my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name], will be transferring to [New School's Name] effective [Last Day at Current School].

This decision has been made due to [brief reason for transfer, e.g., relocation, change in family circumstances]. We appreciate the education and support that [School's Name] has provided during [his/her] time here. Please let us know if you need any further information or if there are any forms we need to complete prior to the transfer.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]