

[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],

Subject: Request for School Change

I hope this letter finds you well. I am writing to formally request a change of school for my child, [Child's Name], who is currently enrolled in [Current School Name] in [Grade/Class].

[Provide a brief explanation of the reason for the school change request, such as relocation, better academic opportunities, special needs support, etc.]

I believe that this change will be beneficial for [Child's Name] and contribute positively to their educational journey.

I kindly ask for your consideration of this request and would be happy to discuss this matter further or provide any additional information required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]