

[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. My name is [Your Name], and I am currently a [grade level] student at [Current School's Name]. I am writing to formally request a transfer to [Desired School's Name] for the upcoming [academic year/semester].

The reason for my transfer request is [briefly explain the reason, e.g., relocation, curriculum preference, personal circumstances, etc.]. I believe that [Desired School's Name] will provide me with the opportunities and environment I need to thrive academically and personally.

I have enclosed all necessary documentation, including my academic records and any other relevant information required for the application process. I would appreciate your guidance on any further steps I need to take.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]