

[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 request a transfer for my child, [Child's Name], who is currently enrolled in [Current School's Name] in the [Grade/Class] to [New School's Name]. Due to [reason for transfer, e.g., relocation, personal circumstances, etc.], we believe that this change will better support [his/her] educational needs.

[Optional: Briefly explain any relevant details regarding the reason for the transfer or any specific circumstances.]

We kindly ask that you provide the necessary documentation and information required to facilitate this transfer process. If you have any forms that need to be filled out or further procedures to follow, please let us know.

Thank you for your understanding and assistance in this matter. We appreciate your support in making this transition as smooth as possible for [Child's Name].

Sincerely,

[Your Name]
[Your Relationship to the Student]