

[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 permission to transfer my child, [Child's Name], who is currently enrolled in [Current Grade/Year], to [New School's Name].

Due to [brief reason for transfer, e.g., relocation, personal circumstances], we believe this transfer is in the best interest of [Child's Name]'s education and overall well-being. We have researched [New School's Name] and are impressed with their academic programs and extracurricular activities, which we feel will greatly benefit [Child's Name].

We kindly ask for your assistance in facilitating this transfer process. Please let us know of any necessary steps we need to undertake or forms we need to complete.

Thank you for your attention to this matter. We appreciate your support and understanding.

Sincerely,

[Your Name]
[Your Relationship to Child]