

[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 a transfer for my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at [Current School's Name]. Due to [brief explanation of the reason for the transfer, e.g., relocation, personal circumstances, etc.], we would like to request a transfer to [New School's Name].

We believe that this transfer will be in the best interest of [Child's Name]'s education and overall well-being. [Optional: Briefly mention any special considerations, such as academic needs, special programs, etc.]. I understand that there may be procedures and requirements associated with this request, and I am prepared to provide any necessary documentation or information.

Thank you for considering our request. We greatly appreciate your support and understanding in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]

[Your Relationship to Child (e.g., Parent/Guardian)]