

[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 from [Current School's Name] to [Desired School's Name] due to [brief explanation of reason, e.g., relocation, personal circumstances, academic focus, etc.].

I have been a student at [Current School's Name] for [duration], and during this time, I have appreciated the [mention any positive experiences or achievements]. However, I believe that transferring to [Desired School's Name] will better align with my [educational goals, extracurricular interests, etc.].

I kindly ask for your support in facilitating this transfer process. I am willing to provide any necessary documentation and complete any required procedures.

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

Sincerely,

[Your Name]  
[Your Grade/Year]  
[Current School's Name]