

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Application for School Transfer Admission

I hope this letter finds you well. I am writing to formally request the transfer of my child, [Child's Name], to [School's Name] for the [upcoming school year/semester].

1. ****Introduction****

Briefly introduce yourself and your child, including current school information.

2. ****Reason for Transfer****

Explain the reasons for wanting to transfer to the new school - e.g., relocation, academic opportunities, specific programs, etc.

3. ****Academic Background****

Provide a brief overview of your child's academic history and achievements.

4. ****Supporting Documents****

Mention any documents you are including, such as transcripts, recommendations, or special needs assessments.

5. ****Conclusion****

Summarize the main points and express your hope for a positive consideration of the transfer request.

Thank you for considering our request. We look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]