

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

[Recipient's Name]
[School Name]
[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a transfer for my child, [Child's Name], currently enrolled in [Current Grade/Program] at [Current School Name] to YG School for the upcoming academic year.

The reason for this transfer request is [briefly explain the reason, e.g., personal circumstances, relocation, specific programs offered at YG School, etc.]. We believe that YG School's [mention any specific aspects of the school, such as its educational philosophy, programs, or facilities] aligns closely with our family's educational goals for [Child's Name].

We have attached all necessary documents, including [list any relevant documents, e.g., transcripts, recommendation letters, etc.], to support this request. We hope for the opportunity to discuss this matter further and are available at your convenience for a meeting.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Child]