

[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],
Subject: School Transfer Request

I am writing to formally request a transfer of my child, [Child's Name],
from [Current School Name] to [Desired School Name] for the upcoming
[academic year/semester].

[Provide a brief explanation of the reason for the transfer request, such
as relocation, academic needs, or other personal reasons.]

[Add any relevant information about your child, including grades,
extracurricular activities, or special considerations.]

I appreciate your attention to this matter and hope for a favorable
response. Please let me know if you need any additional information or
documents to facilitate this transfer.

Thank you very much for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]