

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position/Title]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Transfer of Student Records for [Child's Full Name]

I hope this letter finds you well. I am writing to formally request the transfer of student records for my child, [Child's Full Name], who is currently enrolled in [Current Grade/Class] at [Current School's Name]. Due to [reason for transfer, e.g., relocation, change of schools], we have decided to transfer [Child's Name] to [New School's Name], effective [Date of Transfer].

Please send all necessary records, including academic records, attendance information, and any other relevant documents, to:

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

Should you have any questions or require additional information to process this request, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Student]