

[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 parental transfer for my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at [Current School's Name].

Due to [reason for transfer, e.g., relocation, changes in family circumstances, etc.], we believe that transferring to [New School's Name] would be in the best interest of [Child's Name]'s academic and personal growth.

[Child's Name] has enjoyed their time at [Current School's Name] and has learned a great deal; however, [briefly explain the reason further if necessary].

We kindly ask for your assistance in facilitating this transfer. Please let us know the necessary steps we need to take and any additional information required to complete this process.

Thank you for your attention to this matter. We appreciate your support and understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]