

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[YJ 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 transfer for my child, [Child's Name], from [Current School Name] to YJ School, effective [desired transfer date].

The reasons for this request are [briefly outline reasons such as academic needs, relocation, or personal circumstances]. I firmly believe that YJ School will provide the best environment for [Child's Name] to thrive.

We appreciate your consideration of this request and would be grateful for any guidance you could offer regarding the transfer process.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]