

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

[Principal's Name]  
[School Name]  
[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for School Transfer

I hope this letter finds you well. I am writing to formally request a transfer for my child, [Student's Name], currently enrolled in [Current Grade/Class] at [Current School Name].

Due to [briefly explain the reason for the transfer request, e.g., relocation, personal circumstances, etc.], we believe that a transfer to [New School Name] would be in the best interest of [Student's Name]'s educational experience.

We would appreciate your support in facilitating this transfer and providing any necessary documentation. Please let us know if there are specific requirements or processes we need to follow.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]