

Confirmation of School Transfer Application

Date: [Current Date]

Dear [Recipient's Name],

We are writing to confirm the receipt of your application for transfer from [Current School's Name] to [New School's Name]. We have received your application on [Application Date], and it is currently under review.

Our school administration will evaluate your application in accordance with our transfer policies, and we will notify you of our decision by [Decision Date].

If you have any questions or require further assistance, please do not hesitate to contact our office.

Thank you for considering [New School's Name] for your educational journey.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[School's Contact Information]