

School Transfer Explanation Letter

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally explain the reasons for my child, [Child's Name], transfer from [Current School's Name] to [New School's Name].

After careful consideration, we decided to pursue this transfer due to [insert reasons such as relocation, academic programs, personal circumstances, etc.]. We believe that this change will better support [Child's Name]'s educational and personal growth.

We appreciate the support and guidance that [Current School's Name] has provided so far. We are grateful for the experiences, friendships, and knowledge gained during [his/her/their] time there.

Thank you for your understanding. We hope to ensure a smooth transition for [Child's Name] and would appreciate your support in this process.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]