

Follow-Up Letter for School Transfer Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for the transfer of my child, [Child's Name], from [Current School Name] to [Desired School Name]. I submitted the application on [Application Date] and wanted to check on the status of the approval.

As previously mentioned, this transfer is important for [Child's Name] due to [reason for transfer]. We believe that [Desired School Name] will provide the best environment and opportunities to further their education and development.

If there are any additional documents or information needed to facilitate the process, please let me know, and I would be happy to provide them.

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

Sincerely,

[Your Name]

[Your Contact Information]