

Application for School Transfer

To,

The Principal,

[Current School Name],

[Current School Address],

[City, State, ZIP Code]

Date: [Insert Date]

Respected Sir/Madam,

I am [Your Name], a student of [Current Grade/Class] at [Current School Name]. I am writing this letter to formally request a transfer to [New School Name] due to [reason for transfer].

My family is relocating to [new area/city], and I believe that transferring to [New School Name] will better cater to my educational needs and allow me to continue my academic journey smoothly.

I kindly request you to process my application and provide me with the necessary transfer certificate and other required documents. I would be grateful for your support in this matter.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Grade/Class]

[Contact Information]