

Inquiry for School Transfer Permission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request permission for my child, [Child's Name], currently enrolled in [Current Grade/Class] at [Current School's Name], to transfer to [Desired School's Name] for the upcoming academic year.

Due to [briefly explain reason for transfer, e.g., relocation, family circumstances], we believe that this change would be beneficial for [Child's Name]'s educational experience. We appreciate the support [Current School's Name] has provided thus far and hope to ensure a smooth transition.

Please let us know about the necessary steps and any documentation required for this process. We appreciate your guidance and assistance in this matter.

Thank you for considering our request. I look forward to your response.

Sincerely,

[Your Name]