

Request for School Transfer Approval

Date: **[Insert Date]**

To:

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request your approval for my child's transfer from [Current School Name] to [Requested School Name]. Our family is relocating to [Reason for Transfer, e.g., a new address, change in circumstances], and we believe that this transfer will be beneficial for [Child's Name].

[Child's Name] is currently in [Current Grade] and has shown great progress in their studies and extracurricular activities. We are confident that [Requested School Name] will provide a supportive environment that aligns with our child's educational goals.

We kindly ask you to consider our request for transfer approval. Please let us know if you require any additional information or documentation.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]