

Application for School Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Principal,

[Current School Name]

[School Address]

[City, State, Zip Code]

Subject: Application for Transfer of [Child's Name] for Academic Improvement

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at your esteemed institution. We believe that a transfer to [New School Name] will facilitate [Child's Name's] academic growth and provide a more suitable learning environment for their needs.

We have observed that [Child's Name] has been facing several challenges in [specific subjects or areas], which have impacted their overall academic performance. After thorough consideration and discussions with educational professionals, we feel that [New School Name] offers a curriculum and support system that aligns better with [Child's Name's] learning style and educational goals.

We appreciate the guidance and support that [Current School Name] has provided, and this decision was not made lightly. We sincerely hope you can assist us in facilitating this transfer to ensure the best possible educational experience for our child.

Thank you for your understanding and support. We look forward to your positive response.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]