

Authorization Letter for School Transfer

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], am the parent/legal guardian of [Child's Name], who is currently enrolled in [Current School Name], in grade [Current Grade]. I am writing to formally authorize the transfer of my child to [New School Name] during this mid-term period.

This decision has been made in the best interest of my child's educational needs and overall well-being. I kindly request that you facilitate this transfer and provide the necessary documentation required for the process.

If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]