

Inquiry for Child School Transfer

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the possibility of transferring my child, [Child's Name], to [New School's Name] for the upcoming academic year. We are particularly interested in the extracurricular opportunities that your school offers, which we feel would greatly benefit [Child's Name]'s personal and educational development.

[Child's Name] has shown a keen interest in [specific extracurricular activities or programs] and we believe that the resources and programs at [New School's Name] will provide a conducive environment for growth and learning.

Could you please provide us with information regarding the transfer process, requirements, and any available extracurricular programs? We would appreciate any guidance you can offer.

Thank you for your time and assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]