

# Notification of School Transfer

Date: [Insert Date]

To: [School Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I am writing to formally notify you that my child, [Child's Name], currently enrolled in [Grade/Class], will be transferring from [Current School's Name] due to family circumstances. It is with a heavy heart that we make this decision, but our family needs to relocate to [New Location/Reason for transfer].

We request that the necessary steps be taken to facilitate this transfer, including the preparation of academic records and any other needed documentation. We appreciate your understanding and support in this matter.

Please let us know if there are any specific procedures we should follow or forms we need to complete prior to the transfer.

Thank you for your attention to this matter. We appreciate the guidance and support provided to our child during their time at [Current School's Name].

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]