

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Principal's Name
School's Name
School's Address
City, State, Zip Code

Dear [Principal's Name],

I am writing to formally request the transfer of my child, [Child's Name], from [Current School Name] to [New School Name]. We will be relocating to [New Address] due to [reason for relocation, e.g., job change].

[Child's Name] is currently in [Current Grade/Class] and has been a student at [Current School Name] since [Start Date]. We are grateful for the education and support received so far and hope to find a similar environment at [New School Name].

Please let us know the necessary steps to facilitate this transfer and any documentation required. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,
[Your Name]