

Request for Immediate Child School Transfer

Date: [Insert Date]

To,

The Principal,
[School Name],
[School Address],
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request an immediate transfer of my child, [Child's Name], currently enrolled in [Grade/Class] at [Current School Name], due to safety concerns that have arisen recently.

We have experienced a situation involving [briefly describe the safety concern, e.g., bullying, threats, etc.], which has raised significant concerns for our child's well-being. As much as we appreciate the efforts of your faculty and staff, we believe that a change of environment is essential for [Child's Name]'s safety and mental health.

We kindly ask for your assistance in facilitating this transfer to [Desired School Name], as it is crucial for our child's safety and continued education. We appreciate any guidance on the necessary steps to expedite this process.

Thank you for your attention to this urgent matter. We hope for your prompt response.

Sincerely,

[Your Full Name]
[Your Address]
[Your City, State, Zip Code]
[Your Contact Number]
[Your Email Address]