

Request for School Change Due to Relocation

Date: [Insert Date]

To Whom It May Concern,

I hope this letter finds you well. I am writing to formally request a change of school for my child, [Child's Name], who is currently enrolled in [Current School Name] in the [Current Grade/Level]. Due to our recent relocation to [New Address or City], we find it necessary to transfer them to a school closer to our new home.

We have researched schools in the area and believe that [New School Name] would be an excellent fit for [Child's Name], ensuring continuity in their education and social development.

Please let us know the necessary steps we need to take in order to facilitate this transfer. We appreciate your understanding and support during this transition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]