

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a transfer for my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at your school. Unfortunately, due to persistent bullying issues that [he/she/they] has been facing, we believe that a transfer to another school would be in [his/her/their] best interest.

Despite our efforts to address these bullying incidents through school channels, including meetings with [teachers/administration], the situation has not improved, and it has had a significant impact on [Child's Name]'s emotional well-being and academic performance.

We understand that transferring schools is a significant step, but we believe it is necessary to ensure a safe and supportive learning environment for [Child's Name]. We kindly request your assistance in facilitating this transfer as soon as possible.

Thank you for your attention to this matter. We are hopeful for a positive resolution.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]