

Transfer Application Letter

Date: [Insert Date]

To,
The Principal,
[Current School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter 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 [Current School's Name]. Due to [brief explanation of reason, e.g., "the need for specialized services that our current school cannot provide"], we believe that a transfer to [New School's Name] would be in the best interest of [Child's Name].

[Child's Name] has special needs that require [mention specific needs or services, e.g., "additional support in speech therapy and individualized education plans"]. After researching potential schools, we feel that [New School's Name] offers the resources and environment essential for [his/her] growth and success.

We kindly ask for your support in facilitating this transfer process. I appreciate all the efforts that [Current School's Name] has made to accommodate [Child's Name] and we are grateful for your understanding and cooperation during this transition.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Sincerely,
[Your Name]
[Your Relationship to the Child, e.g., "Parent/Guardian"]
[Your Address]
[City, State, Zip Code]