

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a relocation reference for my child, [Child's Name], who is seeking enrollment at [New School's Name]. We are in the process of relocating to [New Location] and would greatly appreciate your assistance.

[Child's Name] has been a diligent student at [Current School's Name], and we believe that [he/she/they] would thrive at your institution. We kindly ask you to provide a reference highlighting [his/her/their] academic performance, character, and contributions to the school community.

Thank you for considering our request. Should you need any more information or have questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]