

Official School Transfer Request

Date: [Insert Date]

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

Dear [Principal's Name],

I am writing to formally request a transfer for my child, [Child's Full Name], who is currently enrolled in [Current School's Name], in the [Current Grade] grade. Due to [reason for transfer, e.g., relocation, family circumstances, etc.], we would like to transfer him/her to [Requested School's Name], effective [desired transfer date].

We believe that this change will provide [Child's First Name] with better opportunities for [mention any relevant reasons such as academic support, extracurricular activities, etc.].

Attached are all required documents for the transfer process:

- Current report card
- Transfer request form
- Proof of residence

Thank you for considering our request. We appreciate your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,
[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]