

Transfer Request Letter

Date: [Insert Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request the transfer of my child, [Child's Name], currently enrolled in [Current School's Name], to [Desired School's Name] for the upcoming academic year. This request is made primarily due to medical reasons pertaining to severe allergies that my child experiences.

[Child's Name] has been diagnosed with [specific allergies], which have necessitated a safe educational environment with strict allergen management protocols. After conducting thorough research, I believe that [Desired School's Name] is better equipped to address these specific needs.

I would appreciate the opportunity to discuss this matter further and provide any necessary documentation regarding my child's medical condition. Thank you for your consideration of this request, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]