

Transfer Request for [Student's Name]

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

[Date]

[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, [Student's Name], who is currently enrolled in [Current Grade/Class] at [Current School's Name], due to our recent relocation to [New Address/Location].

We have decided to move to [City/Neighborhood] for [reason for relocation, e.g., job opportunity, family reasons], and it has become necessary for us to find a school closer to our new residence. We have enjoyed our time at [Current School's Name] and greatly appreciate the education and support provided to [Student's Name].

I kindly ask for your assistance in processing this transfer request and advise us on the next steps to complete the transfer process as smoothly as possible.

Thank you for your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]