

Transfer Request for Extracurricular Opportunities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 Name], who is currently enrolled in [Current School Name], to [Desired School Name]. Our family has carefully considered this move, especially in relation to the extracurricular opportunities offered by your esteemed institution.

[Child's Name] has shown a keen interest in [specific extracurricular activity], and we believe that [Desired School Name] provides an ideal environment for him/her to excel in this area. We are particularly impressed by [mention any specific programs or achievements of the desired school's extracurricular activities].

I kindly ask that you consider this request, as we are confident that the transfer will positively impact [Child's Name]'s educational and personal development.

Thank you for your consideration. I look forward to your favorable reply.

Sincerely,

[Your Name]