

Private School Transfer Request Letter

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a transfer for my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at [Current School's Name]. We are seeking this transfer based on personal circumstances that require us to move to a different district.

We have greatly appreciated the education and support that [Current School's Name] has provided, but due to [briefly explain personal circumstances, e.g., relocation, family issues], we believe that transferring to [New School's Name] would be in our child's best interest.

I kindly ask for your understanding and support regarding this matter. If there are any forms to fill out or processes to follow to facilitate this transfer, please let me know. I would be grateful for any assistance you can offer during this transition.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]