

# Transfer Request for Special Education Needs

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 Name], who is currently enrolled in [Current School's Name]. Due to [specific reasons related to special education needs], we believe that a transfer to [New School's Name] would be in [his/her] best interest.

[Child's Name] has been diagnosed with [specific special education need], and we require access to specialized programs and resources that are tailored to [his/her] unique needs. Upon reviewing the offerings at your institution, we believe that [New School's Name] provides a conducive environment for [Child's Name] to thrive academically and socially.

We kindly ask for your assistance in initiating the transfer process and providing us with any necessary documentation or requirements needed to facilitate this transition. We are hopeful for a positive consideration of our request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]