

Student Records Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request the transfer of my student records from [Current School Name] to [New School Name] due to an inter-district transfer.

Student Name: [Student's Full Name]

Current Grade: [Current Grade]

Last Attended School Year: [Last School Year]

Please send the records to the following address:

[New School Name]

[New School Address]

[City, State, ZIP Code]

Thank you for your assistance in this matter. If you have any questions, please feel free to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]