

School Admission Request for Transfer

Date: [Insert Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request the admission of my child, [Child's Name], into [School Name] for the upcoming academic year. [He/She/They] is currently enrolled at [Current School's Name] in [Current Grade] and is seeking to transfer due to [brief reason for transfer].

[Child's Name] has shown a keen interest in [mention any particular subjects or extracurricular activities] and I believe that [School Name] would provide the ideal environment for [his/her/their] continued growth and development.

We have been impressed with the curriculum and facilities offered by [School Name], and we understand the importance of a smooth transition. We are committed to ensuring that [Child's Name] adapts quickly and positively to your school community.

Please find attached [any necessary documents, e.g., transfer request form, report cards, etc.] for your review. We would greatly appreciate the opportunity to discuss this request further. Thank you for considering our application, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Number]

[Your Email Address]