

Student Transfer Acceptance Letter

Date: [Insert Date]

To: [Parent's Name]

[Parent's Address]

Dear [Parent's Name],

We are pleased to inform you that your request for the transfer of your child, [Student's Name], has been accepted. After careful consideration, we believe that this transition will be beneficial for [him/her/them] as well as the educational community.

The transfer will be effective starting [Effective Date]. We encourage you to ensure that all necessary paperwork is completed prior to this date to facilitate a smooth transition.

If you have any questions or require further assistance, please feel free to contact our office at [School's Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address]

[School Phone Number]