

# Student Transfer Acceptance Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for a transfer of [Student's Name] to [New School Name] has been accepted. This decision has been made in light of the special circumstances you outlined in your application.

The transfer will be effective from [Effective Date]. We believe that this transition will provide [Student's Name] with the necessary support and environment to thrive academically and emotionally. Please ensure that all required documentation is completed prior to the start date.

If you have any questions or need assistance with the transition process, feel free to contact us at [Contact Information].

We look forward to welcoming [Student's Name] to our school community.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]