

Child Transfer Request

Date: [Insert Date]

To:

[Educational Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Principal's Name or Relevant Authority],

I am writing to formally request the transfer of my child, [Child's Full Name], who is currently enrolled in [Current Grade/Year] at your institution. Due to [brief reason for transfer - e.g., relocation, change in family circumstances], we would like to request a transfer to [New Institution Name/Location] effective [Desired Transfer Date].

We appreciate the education and support that [Current Institution Name] has provided and hope to ensure a smooth transition for our child. Please let us know the necessary steps and documentation required to facilitate this process.

Thank you for your understanding and assistance regarding this matter. We look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]