

Notice of School Transfer

Date: [Insert Date]

Dear [Teacher's/Principal's Name],

I hope this message finds you well. I am writing to inform you that my child, [Child's Name], will be transferring to [New School's Name] effective [Transfer Date]. This decision was made after careful consideration of our family's circumstances and future plans.

We are grateful for the support and education [Child's Name] has received at [Current School's Name]. It has played a significant role in their growth and development.

We will ensure a smooth transition for [Child's Name]. Please let us know how we can assist in transferring records or any other necessary information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]