

Formal Notification of Child's Transfer Application

Date: [Insert Date]

To,
[Name of the Recipient]
[Designation]
[School/Organization Name]
[Address]

Dear [Recipient's Name],

I am writing to formally notify you regarding the application for transfer of my child, [Child's Name], currently enrolled in [Current Grade/Class] at [Current School Name]. We are requesting the transfer of my child to [New School Name], effective [Transfer Date].

The reason for this transfer request is [insert reason here, e.g., relocation, change of residence, etc.]. We believe that this change will be in the best interest of [Child's Name] and will support their educational needs.

Please find attached the necessary documents related to the transfer application as per the school's guidelines.

Thank you for your attention to this matter. We look forward to your prompt response regarding this application.

Sincerely,
[Your Name]
[Your Address]
[Your Contact Information]