

# Transfer Notification Letter

Date: [Insert Date]

To: [Recipient's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inform you that my child, [Child's Name], who is currently enrolled in [Current Grade/Class] at [Current School's Name], will be transferring to [New School's Name] for academic reasons.

We believe this transition will provide [Child's Name] with the opportunity to pursue a curriculum that aligns more closely with their academic goals and interests. We appreciate the support and education provided by [Current School's Name] thus far.

Please let us know the necessary steps to facilitate this transfer and if there are any specific documents that we need to provide or processes we need to follow.

Thank you for your attention to this matter. We hope for a smooth transition for [Child's Name].

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]