

# Notice of Child Transfer

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of the transfer of my child, [Child's Full Name], from [Current School Name] to [New School Name], effective [Transfer Date].

This decision has been made in the best interest of [Child's First Name]'s educational needs and personal development. We believe that [New School Name] will provide the opportunities and support necessary for [Child's First Name] to thrive.

Please let us know if you require any further information or documentation to facilitate this transfer. We appreciate your cooperation and support during this process.

Thank you for your understanding.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]