

Notification of School Transfer

Date: [Insert Date]

To Whom It May Concern,

I am writing to officially inform you that my child, [Child's Full Name], currently enrolled in [Current Grade/Class] at [Current School Name], will be transferring to [New School Name] due to family circumstances.

This decision has been made after careful consideration and is necessary for our family's well-being. [Briefly mention the family circumstances if appropriate, e.g., relocation, job change, etc.].

We appreciate the support and education provided by [Current School Name] and would like to thank the faculty and staff for their dedication to my child's learning.

Please let us know if you require any additional information or paperwork to facilitate this transition.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]