

Notification of Child School Transfer

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I am writing to formally notify you that my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name], will be transferring to a new school due to our recent relocation.

Our new address is [New Address], and we will be moving on [Moving Date]. We would like to thank you and the staff for the support and education provided to [Child's Name] during their time at [School's Name].

Please let us know if there are any formalities we need to complete before [Child's Name] leaves the school. We appreciate your assistance with this transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]