

Request for Child Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[School District Name]

[School District Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a transfer for my child, [Child's Name], from [Current School Name] to [New School Name] in [New School District Name]. Due to [brief reason for transfer such as relocation, special needs, etc.], we believe this transition would be in the best interest of my child's education and well-being.

[Child's Name] is currently in [Current Grade] and has been thriving in [Current School Name]. We appreciate the support and education provided so far, but due to [specific reasons], we feel a change is necessary.

I kindly ask for your assistance in facilitating this request and any necessary steps we need to complete for the transfer process. If needed, I am more than willing to provide any additional information or documentation to support this request.

Thank you for considering our request. I look forward to your response.

Sincerely,

[Your Name]