

# Request for School Records Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [School Administrator's Name],

I hope this letter finds you well. I am writing to request the transfer of my school records for [Student's Name], who is currently enrolled in [Grade/Year] at [School Name]. The records are needed for [specify reason, e.g., enrollment in a new school, academic transfer, etc.].

Below are the details for the records transfer:

- Student's Full Name: [Student's Name]
- Student's Date of Birth: [DOB]
- Current Grade: [Grade]
- New School Name: [New School Name]
- New School Address: [New School Address]

Please send the records to the address mentioned above or allow me to pick them up at your earliest convenience. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]