

# Student Transfer Request Letter

Date: [Insert Date]

To: [Name of Recipient]

Position: [Position of Recipient]

School Name: [Recipient School Name]

School Address: [Recipient School Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a transfer for my child, [Child's Full Name], who is currently enrolled in [Current School Name and Grade].

After careful consideration, we believe that transferring to your esteemed institution would provide [Child's Name] with a curriculum that better aligns with their academic goals and interests. [Provide brief explanation of the desired curriculum alignment and how it benefits the child's educational needs. This may include specific programs, teaching styles, or extracurricular activities unique to the recipient school.]

We are committed to ensuring a smooth transition for [Child's Name] and believe that your school's environment and offerings are ideal for their development.

Please let us know the necessary steps to initiate this transfer process. We are keen to discuss this matter further with you.

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

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Relationship to the Student]