

# Student Transfer Request Letter

Date: [Insert Date]

To,

The Principal,  
[Current School Name],  
[Current School Address].

Subject: Request for Student Transfer

Dear [Principal's Name],

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

Due to [briefly explain reason for transfer, e.g., family relocation, need for a different learning environment, etc.], we believe that a change in school would greatly benefit their educational experience and personal growth.

We have identified [New School Name] as a preferable institution that aligns with our expectations and needs. We kindly request your support in facilitating this transfer process.

We appreciate your attention to this matter and look forward to your positive response.

Thank you for your understanding.

Sincerely,  
[Your Full Name]  
[Your Contact Information]  
[Relationship to Student]