

# Student Transfer Request for Safety Concerns

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I am writing to formally request a transfer for my child, [Child's Name], a student in [Grade/Class Name] at [Current School's Name], due to safety concerns that have arisen in the school environment.

Unfortunately, [briefly explain the safety concerns, e.g., instances of bullying, threats to safety, etc.]. Despite our efforts to address these issues with school staff, we believe that a transfer to another school would be in the best interest of my child's safety and well-being.

We would like to request a transfer to [Desired School's Name] for the following reasons: [list reasons, e.g., proximity to home, positive reputation, etc.].

We appreciate your attention to this serious matter and hope for your understanding in facilitating this transfer. Please let us know if you need any further information or documentation regarding this request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]