

# Student Transfer Request for Special Educational Needs

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert School/Organization Name]

[Insert Address]

Dear [Insert Recipient's Name],

I am writing to formally request a transfer for my child, [Insert Child's Name], who is currently enrolled in [Insert Current School Name]. Due to their special educational needs, we believe that a transfer to [Insert Desired School Name] would provide a more suitable environment for their educational growth and support.

[Child's Name] has been diagnosed with [Insert Condition/Diagnosis], which necessitates tailored support that [Desired School Name] is equipped to provide. We understand that this transfer requires careful consideration, and we would be happy to provide any necessary documentation or participate in a meeting to discuss this further.

We appreciate your attention to this matter and hope for a positive response.

Thank you for your support.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]