

Student Transfer Request Letter

Subject: Request for School Transfer

Dear Principal [Name],

I am writing to formally request a transfer of my child, [Student Name], from [Current School Name] to [New School Name] due to [reason, e.g., relocation, personal reasons].

We would appreciate your guidance on the formalities and necessary documents to process this transfer at the earliest convenience.

Thank you for your kind assistance.

Sincerely,

[Parent Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/request-letter-to-principal>