

Formal Transfer Letter

Subject: Request for School Transfer

Dear [Principal's Name],

I am writing to formally request the transfer of my child, [Student Name], from [Current School Name] to [New School Name] due to academic reasons. We believe that the curriculum and opportunities at [New School Name] will better align with our child's educational goals.

Please let me know the necessary steps and documents required to facilitate this transfer. We sincerely appreciate your support and guidance in this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Relationship to Student]

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