

Casual Transfer Email

Subject: Request to Transfer Schools

Hi [Principal's Name],

I hope you are doing well. I would like to request the transfer of my child, [Student Name], from [Current School Name] to [New School Name]. We feel the new school's programs will better suit their interests and needs.

Could you please advise on the next steps and required documents? Thank you so much for your help!

Best regards,

[Your Name]

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