

Heartfelt Transfer Letter

Subject: Request for School Transfer

Dear [Principal's Name],

Due to our family's relocation to [New City/Area], I am requesting the transfer of my child, [Student Name], from [Current School Name] to [New School Name]. We are grateful for the care and support provided by your institution and hope the transfer process can be facilitated smoothly.

Thank you for understanding our situation and assisting us with this request.

Warm regards,

[Your Name]

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