

Official Transfer Letter

Subject: Official Request for School Transfer

Dear [Principal's Name],

This letter serves as an official request for the transfer of my child, [Student Name], from [Current School Name] to [New School Name]. The reason for this transfer is [Specify Reason: relocation, curriculum preference, personal reasons, etc.].

We request your support in issuing the necessary clearance and academic records to ensure a smooth transition.

Thank you for your assistance.

Respectfully,

[Your Name]

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