

Family Relocation Transfer Request

Subject: School Transfer Request Due to Family Relocation

Dear Principal [Name],

I am writing to formally request a transfer for my child, [Student Name], currently enrolled in [Grade/Class] at [Current School Name]. Due to my family's relocation to [New City/Area], it has become necessary to transfer [him/her] to a school closer to our new residence.

Our family will be moving to [New Address] on [Date], which makes the daily commute to the current school impractical and burdensome for our child. I have researched schools in our new area and believe that [Desired School Name] would be an excellent fit for [Student Name]'s educational needs.

[Student Name] has maintained a [GPA/Grade Average] and has been actively involved in [mention specific activities/clubs]. I would appreciate your assistance in facilitating this transfer and providing any necessary documentation, including transcripts, recommendation letters, and records of extracurricular participation.

I understand that transfer procedures may take time, and I am prepared to work within your established timelines. Please let me know what additional information or documentation you may require to process this request.

Thank you for your consideration and for the excellent education [Student Name] has received at [Current School Name].

Sincerely,

[Your Name]

[Parent/Guardian]

[Contact Information]

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