

Specialized Program Transfer Request

Subject: Request for Transfer to Specialized Academic Program

Dear Admissions Committee,

I am writing to request a transfer for my child, [Student Name], from [Current School] to [Desired School] to participate in your specialized [Program Name, e.g., STEM, Arts, International Baccalaureate] program.

[Student Name] has demonstrated exceptional aptitude and interest in [relevant subject area].

Despite the quality education at the current school, the specialized curriculum and resources available at your institution would better serve [his/her] academic goals and career aspirations.

Academic achievements that support this request include:

- [List specific grades, test scores, achievements]
- [Mention relevant projects or competitions]
- [Include teacher recommendations or endorsements]

I have enclosed [Student Name]'s academic transcripts, standardized test scores, portfolio samples, and letters of recommendation from current teachers. We understand the competitive nature of your program and are confident that [Student Name] would be a valuable addition to your academic community.

Please advise on the application timeline, interview process, and any additional requirements for transfer students. We are prepared to meet all deadlines and provide any supplementary materials you may require.

Thank you for considering our application. I look forward to your response.

Respectfully,

[Your Name]

[Parent/Guardian Title]

[Contact Information]

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