

Transfer Due to Financial Constraints

Subject: School Transfer Request - Financial Circumstances

Dear [Principal/Admissions Officer],

I am requesting a transfer for my child, [Student Name], from [Current School] to [Desired School] due to financial hardship that makes continued enrollment at the current institution unsustainable.

Recent changes in our family's financial situation, including [brief explanation such as job loss, medical expenses, etc.], have made it impossible to continue paying tuition and associated costs at [Current School]. We need to transfer [Student Name] to a more affordable educational option.

[Student Name] is currently in [Grade] with a [GPA] and has been a positive member of the school community. We hope to make this transition as smooth as possible for [him/her] and minimize any disruption to [his/her] education.

Please let me know what documentation is needed to process this transfer and the timeline for completion. We would appreciate any assistance you can provide in making this transition easier for our family.

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Parent/Guardian]

[Phone Number]

[Email Address]

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