
Transfer Letter For School

John Smith

123 Maple Street

Springfield, IL 62701

john.smith@example.com

(555) 123-4567

June 26, 2024

Principal Jane Doe

Springfield Elementary School

456 Oak Avenue

Springfield, IL 62701

Dear Principal Doe,

I am writing to formally request a transfer for my child, Emily Smith, who is currently enrolled in 4th grade at Springfield Elementary School. Due to a job relocation, we believe it is in the best interest of our child to continue her education at Lincoln Elementary School.

We have had a positive experience at Springfield Elementary School, and we are grateful for the support and education Emily has received. However, considering the circumstances, we believe that transferring to Lincoln Elementary School will provide her with a more convenient and beneficial educational environment.

We kindly request your assistance in facilitating this transfer process. Please let us know the necessary steps we need to take to ensure a smooth transition. We are committed to complying with all the required procedures and would appreciate any guidance you can provide.

Thank you for your attention to this matter. We look forward to your response and support in making this transition as seamless as possible for Emily.

Sincerely,

John Smith