**Letter Request for School Transfer**

To Whom This May Concern:

Please consider this letter as a written request to transfer schools outside of our jurisdiction. We would like for [name of child] to transfer from [current school] to [school requesting to be transferred to].

We feel like this transfer would be of great benefit to [name of child]'s education and social development. The move would be beneficial because [list one or two reasons for move].

Please process the necessary paperwork regarding this transfer request as soon as possible. Should you require any additional paperwork or information from us, please don't hesitate to contact me at [telephone number].

Thank you,