School Principal’s Name

School’s Name

School’s Address

Community, Zip Code

Subject: Elementary School Transfer Request

Dear (Principal’s Name),

My son/daughter (Insert Name) is a student of class (insert class or section) at your school. I have recently started a new business in (name of city) and we are moving there. It would be very difficult for my son/daughter to continue studying in this school as it is very far from the location. It is, therefore, a humble request to grant him/her transfer from (name of school) to (name of new school).

I am hoping to receive a favorable response to this elementary school transfer request.

Sincerely,

Signature

Parent’s Name

Date