School Transfer Letter Format

School transfer letter (parents relocation):

From

Your name

The principal

Name

(School)

(Address)

Date…….

Sub.: Letter of School Transfer

Dear sir/Mam

My name is Xyz and I am a student of (name of the school that you want to leave). I am hereby writing this letter to allow me to transfer to another school. Being in this school has taught me a lot in life and I will never regret ever setting foot in this school, I would like to transfer because my parents are relocating to another city, since it would be difficult for me to commute from that new city to hear, I, therefore, thought it would be better if a go to a school that is close to our home. (Give a valid reason why you need this transfer and mention anything significant about the school that you want to leave)

I would really appreciate if you consider my request and grant me this permission, am always ready for any process that I might be required to undergo for this to be complete. (Express your gratitude to your letter’s recipient)

Yours faithfully,

(Student’s full name)

(Admission number)