

School Transfer Request Letter

Rajeev Kumar

Parent of Aarav Kumar

Grade 8

rajeeveemail@email.com

January 7, 2025

Principal

Greenwood International School

[School Address]

Subject: Request for School Transfer

Dear Principal,

I hope you are doing well. I am writing to formally request the transfer of my son, Aarav Kumar, who is currently enrolled in Grade 8, to another school. Due to personal reasons, our family will be relocating to [New Location], and we believe that transferring Aarav to a nearby school would help ease the transition and continue his education without disruption.

We have been very happy with Aarav's experience at Greenwood International School and are grateful for the support and education he has received here.

However, due to our relocation, we believe that it is necessary for him to continue his studies at a school closer to our new home. We kindly request your assistance in facilitating the transfer process and providing us with any necessary steps or documents to complete the procedure.

Please let us know if any additional information is needed, and we will be happy to comply with the school's transfer requirements. We would appreciate your prompt attention to this matter, as we are hoping to finalize the transfer before the upcoming semester.

Thank you for your understanding and cooperation. We look forward to your response.

Sincerely,

Rajeev Kumar