

# Transfer Letter for School from Parents Example

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**Maria and David Thompson**

789 Pine Street

Hometown, PA 19000

thompson.family@email.com

February 13, 2025

**Principal Susan Lee**

Maple Grove Elementary School

456 School Lane

Hometown, PA 19000

**Salutation**

Dear Principal Lee,

**Introduction**

We are writing to formally request the transfer of our daughter, Emma Thompson, from Maple Grove Elementary to Forest Ridge Elementary School, effective for the upcoming academic year starting September 1, 2025. This request is prompted by our recent move to a new home that is significantly closer to Forest Ridge Elementary.

**Body**

Emma is currently in the second grade, and she has been a student at Maple Grove Elementary since kindergarten. While we have been very pleased with the education and support she has received at Maple Grove, our new home's proximity to Forest

Ridge Elementary presents a practical solution for our daily logistics, significantly reducing her commute time and allowing for more family time in the mornings and evenings.

We have reviewed Forest Ridge Elementary's curriculum and extracurricular offerings, and we believe that Emma will continue to thrive academically and socially in this new environment. We understand that this transition requires formal proceedings and documentation, and we are prepared to provide all necessary information and fill out any forms required by the district for this process.

### **Conclusion**

We appreciate your assistance in facilitating this transfer and would be grateful if you could provide us with the next steps, necessary documentation, and any specific deadlines we need to meet. We are committed to making this transition as smooth as possible for Emma and will coordinate with both schools to ensure all her records are transferred appropriately.

### **Closing**

Thank you for your understanding and support. We look forward to your guidance on how to proceed with this request.

Sincerely,

Maria and David Thompson