Date

To

Recipient Name

Title

School Name

Street Address City, ST ZIP Code

Respected principal,

**Subject:** School transfer request letter

Dear Principal,

We are writing to request a school transfer request letter for our daughter Elizabeth Jacobs. She is a student of grade 5 at your school. The reason for transfer is that we are moving to [enter city] by the end of this month. We are still contemplating which school to transfer her to. Meanwhile, we have cleared all dues for your school and Elizabeth has also applied for a clearance certificate. Kindly, write a school transfer certificate for Elizabeth that we may use for her admission process in [enter new city].

Elizabeth was a happy student at your school and has accomplished a lot under your guided supervision.  She will miss her teachers and friends a lot. Looking forward to your cooperation.

Sincerely,

Your Name

Street Address City, ST ZIP Code | Phone | Email