Date

To

Recipient Name

Title

School Name

Street Address City, ST ZIP Code

Respected principal,

**Subject:** School transfer request letter

Respected Principal,

I am writing for a request for a school transfer letter. My father has been deployed to [enter city of a foreign country] for a period of two years. Due to his transfer, we will all be moving for this time period. I am expecting to apply for admission in a school in [enter city] and for this, I require a school transfer letter.

I have returned all property and equipment of [enter current school’s name] and received a clearance certificate. Kindly issue me a transfer letter.

Sincerely,

Your Name

Street Address City, ST ZIP Code | Phone | Email