To,

The principal,

The City School,  
Lake view campus,  
Michigan, USA

15-04-20XX

Subject: Request to change school

Dear Mr. Walton,

I hope you will be enjoying the best of your health. Well, first of all, I would like to say a lot of thanks to you and your school’s teaching staff for the quality of education they are imparting to young children. My child, named Harry, class 7-A, has been studying in your school for the last nine years. By virtue of your loving and caring attitude, he managed to secure A-plus grades throughout his stay at your school. Being in your school, you taught him a lot regarding his academics.

I am specially writing this letter to request you to allow my child so that he would leave your school. Due to some administrative reasons, my company has transferred me to another state from here. Unfortunately, I am relocating myself to that state and it would be almost impossible for Harry to travel from a new state to here. Therefore, I thought it would be better for him to seek admission to another branch of your school in the state where I have been transferred.

I hope you will consider my request and grant permission to my child to leave the school. In order to complete the process, we are ready to undergo any prescribed procedure.

Thanking you and all your staff members in anticipation.

Yours sincerely,

Anderson.