**Elementary School Transfer Request Letter**

To the Principal,

My name is Mrs. Elsa Rose and I would like to inform you that the reason for writing this letter is to transfer my son to another school as we are moving to a new house.

The commencement of the classes will be from the coming school year from June 5th 2015 and he will be in grade 5 already. I am not in favor of transferring him to another school but the transportation difficulties mean that it is nice for him to remain near the school.

I would like to request you the transferring documents that would be required by the school for the formalization of the whole process.

I am very grateful for the knowledge that you imparted to my son during his stay at your school. It is nice to know that my son got his early education from your esteemed school.

Yours truly,

Elsa Rose