

# Elementary School Transfer Request Letter

St. Thomas Modern Public Academy  
Joan Romero  
666-4366 Lacinia Avenue  
Idaho Falls Ohio 19253  
(248) 675-4007

Subject: -----

Dear Sir,

This letter is on behalf of my son/daughter Keefe Sellers is studying in 4th standard at your school. I would like to request for transfer of my child due to ----- (mention the reason). We are now relocating to ----- (mention the name of the city) and thus, my child will not be able to continue in your school.

So, I would request you to grant permission for the same and provide us with the transfer certificate for my child.

Thank You

Yours sincerely,

Signature

John Sellers

Date: 01-12-2000

