*Print on school letter head*

*Insert date*

*<insert name if known>*

Principal

*Insert address*

*Insert suburb* QLD *insert postcode*

Dear *<insert name if known; or* Principal>

In accordance with section 387 of the *Education (General Provisions) Act 2006* (Qld), I am requesting a transfer note and copies of any documents mentioned in the transfer note, for the following *person/s* who *has/have* applied for enrolment at this school:

* *Insert full name and date of birth of person*

In accordance with section 387(4) of the Act please forward the transfer note and copies of documents mentioned in the transfer note within 10 school days to me at the address on the top of this letter.

Thank you for your assistance.

Yours sincerely

*Insert name*

Principal

*Insert school name*