TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter to Intent to Return Free

Dear **[Name],**

I, **[Name]**, am writing this Letter of Intent to notify the district that I am planning to remain in this school district of for the **[Date]**  school year but would like to request a transfer to Counsellor.

I believe that I will be an ideal candidate for this position due to my experience working at this school as **[Position]**  and **[Position]** .

During the past **[#]** years, I have developed a great raptor with the students and would love to help them in even more meaningful ways.

The year prior, I worked as a caregiver at **[Name]**. My abilities to communicate and empathize with young children has been proven during this time.

Furthermore, the following degrees and extracurricular activities qualify me for this position:

Please contact me at **[Phone]** if you have any questions regarding my transfer request. I appreciate your time and consideration in reviewing this letter.

Sincerely

**[Name]**