**TRANSFER REQUEST LETTER**

**[Your first and last name]**

**[Your address]**

**[Your phone number]**

**[Your email address]**

**[Date of the letter]**

**[First and last name of recipient]**

**[Job title]**

**[Company name]**

**[Company street address]**

Dear Ms. Bedi,

I am writing to request a transfer from my role as a physics teacher at Moon land High School, Jammu, to a similar position at your Pune branch. I am getting married next month and would shift to Pune permanently.

I have thoroughly enjoyed teaching students here and I have learned a lot from the other faculty. I am confident in using my teaching experience to help students excel in the Pune school as well.

I wish to grow alongside the school. Thank you for considering my application. I am attaching my updated CV for your review.

Best Wishes,

Parag Chadha  
**[Your address]**

**[Your phone number]**

**[Your email address]**