TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Request for Job Transfer

Dear Madam,

This letter is to inform you that I am working in this institute for three years as a Math’s Teacher. Recently, I got married and I went to Islamabad. I want to continue my job and my teaching record is good as well.

I do possess effective teaching skills, of which you are aware. Kindly, I want you to shift me over Islamabad branch of Educators School System. It would be a great favor if you consider my request.

Thanking You,

Sana Shahid.

[Contact]