**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 Sir/Madam,

I want to request my teaching job transfer from **[name of the place]** to **[name of the place where you want the transfer].** My current job **[workplace]** is far away from my home, and I want it to be transferred near to my home to reach the school easily, so I can utilize more energy for better teaching.

Luckily, a teacher’s vacant position in a school near to my home **[you can mention the school’s name and area here if you want].** So please grant my immediate job transfer. I can provide all the information and documents you need for this process. I will be thankful for your kind approval.

Sincerely Yours,

**[Your Name]**  
**[Your address]**

**[Your phone number]**

**[Your email address]**