**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]**

**[university name],**

Dear Sir,

I am **[you name],** a Teacher at Govt Girls High School. I am happily informing you that I have got admission as an M.Phil. student in **[university name],** and my classes will start from. Date…, and the timing will be 00:00 pm to 00:00 pm as per University Schedule.

I request you to transfer my teaching job placement to **[name of the place].** I hope my request will be granted, and my school will issue my NOC immediately after your kind approval. I wish to continue my teaching internship to gain practical experience along with my M.Phil. degree.

Looking for your kind approval.

Thank You,

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

**[Your phone number]**

**[Your email address]**