**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]**

**[School name],**

Dear Madam,

I have recently begun teaching at Avinger Secondary School, and the experience has been quite pleasant. I am thankful for this opportunity, and I hope that the students have an enjoyable learning experience. However, I am an experienced teacher who has taught 9th grade for the past ten years – this is my first time teaching 12th graders. It is a drastic difference and a big change of pace for me. I believe that I will be of much more use if I were to be transferred to teaching 9th Grade students. It is an area that I have much more expertise in, and I believe I will be a lot more help teaching the younger students.

Therefore, I kindly request that I be transferred to teaching 9th Grade.

Sincerely,

**[Signature]**

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

**[Your phone number]**

**[Your email address]**