**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 Principal,

I am writing this letter to request my job transfer. I have been working on this Campus for 4 years as a science teacher for 8th and 9th Grade. I have always worked hard and focused on every single student for their good progress. However, recently I got married, and as my husband is a resident of Multan so I will have to shift to the city.

I request you to kindly approve my request for transfer to Beacon House School System, Multan Campus. You may look into the work profile that I have been active from when I joined this campus and have taken all my tasks seriously and completed them in time. I promise you to work with the same ardor in the future too. I know that I am requesting this transfer in the middle of the term, which will disturb the students and their academic progress. However, I know a science teacher with acceptable qualifications and teaching experience who can substitute me. I can talk to her and guide her about the present progress of both classes so she can easily continue the syllabus. If the students are satisfied, then you can hire her permanently, but if not, then in the meantime, you can hire another teacher.

I hope I will get a positive response from you.

Best Regards,

**[Signature]**

**[Your Name]**