**Sample : SCHOOL POSITION LETTER OF INTENT TO RETURN**

(TRANSFER REQUEST)

Jinette Delaney  
1009 12th Street  
48204 Detroit, Michigan

Date: April 12th, 2020

Department of Administration, Bakersfield Elementary School, ATTN: Dr. Jane McMillan  
5661 16th Avenue  
48127 Detroit, Michigan

Dear Dr. Jane McMillan,

I, Roy Delaney, am writing this Letter of Intent to notify the district that I am planning to remain in this school district of for the 2020-2021 school year, but would like to request a transfer to Counselor.

I believe that I will be an ideal candidate for this position due to my experience working at this school as Physical Educator and soccer coach. During the past two years, I have developed a great rapor with the students and would love to help them in even more meaningful ways. The year prior, I worked as a caregiver at Foxglove Daycare (see attached letter of reference). My abilities to communicate and empathize with young children has been proven during this time.

Furthermore, the following degrees and extracurricular activities qualify me for this position:

* BSc in Psychology from Spalding University
* 6-month Internship at Trimark Clinic (behavioral therapy)
* 4 years of experience coaching soccer to 7 and 8-year olds
* Please contact me at (523) 555-4375 if you have any questions regarding my transfer request. I appreciate your time and consideration in reviewing this letter.
* Sincerely,
* [Signature]
* Jinette Delaney