**Application for Transfer of Teachers**

Noelle Adams Teacher HOD

Alexander Institute of Colorado 6351 Fringilla Avenue

Gardena Colorado 37547

(559) 104-5475

Subject: Transfer of Teachers Respected Sir,

I Rahim Henderson, working as a (mention designation) with your school

branch

------------ (mention the branch name) would like to inform that I would need a transfer

certificate due to (mention the reason).

I will need the letter latest by --------- (mention the date) as (mention

the reason)

and would have to join the new place on (mention the date).

So, I would request you to give me my transfer certificate at the earliest and the NOC will also be issued immediately for your approval. I would also like to thank you in advance for your support and cooperation.

I will be awaiting your response on the same. Thank You,

Your Sincerely, (Your Signature) Rahim Henderson 5037 Diam Rd.

Daly City Ohio 90255 bestletter201@bing.in