**Application for Transfer of Teachers**

From, Ina Burt

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(410) 483-0352

[bestlettertemplate01@gmail.com](mailto:bestlettertemplate01@gmail.com) 02-06-2004

To,

Lyle Sutton

Ap #250-9843 Elementum St. South Gate Missouri 68999

Subject: ( ) Respected Sir,

I ----------------------- (mention your name) working as (mention title)

for the class (mention the class) would like to apply for the transfer in the

------------------- (mention the branch).

The position requested will be (mention job title) in the department

---------------- for class --. I would request you to consider my request to

transfer and send me the feedbacks as soon as possible. Thanking You,

Yours faithfully, Ina Burt (Signature)- Name

Class