

# Application for Transfer of Teachers

From,  
Ina Burt  
Ap #130-1685 Ut Street  
Tyler KS 73510  
(410) 483-0352  
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

