**Request Letter for Teachers Job Transfer to Other Campus**

Mrs. Sajda Malik

Director,

The Educators, Lahore.

Subject: Letter for Job Transfer

Dear Madam,

This letter is to inform you that I am working in this institute since three years as a Maths Teacher. Recently, I got married and I went to Islamabad. I want to continue my job and my teaching record is good as well.

I do possess effective teaching skills, of which you are aware. Kindly, I want you to shift me over Islamabad branch of Educators School System. It would be a great favor if you consider my request.

Thanking You,

Sana Shahid.

Contact: