**School Position Letter of Intent to Return (Transfer Request)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Salutation]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name and Title]

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your name], am writing this letter of intent to duly notify the district that I am planning to remain in this school district for the \_\_\_\_\_\_\_\_\_\_\_ [School calendar year], but would like to request to be transferred to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Position/school]

I believe that I am an ideal candidate for this position due to my/ The reason why I am asking for the transfer is because of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [List the reason why you believe the transfer should be made]

[Mention the skills, experience and qualification that make you suited for the position you are requesting to be transferred to/give a compelling reason why you should be transferred to another school that’s under the same school district]

Please contact me at \_\_\_\_\_\_\_\_\_\_\_\_ [phone number] if you have any questions regarding this matter. Thank you for your time and consideration.

\_\_\_\_\_\_\_\_\_\_\_\_\_ [Closing remark]

\_\_\_\_\_\_\_\_\_\_\_\_ [Signature]

\_\_\_\_\_\_\_\_\_\_\_\_ [Your name]