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| |  | | --- | |  | | **TRANSFER REQUEST LETTER** | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | Dear Ms. Bedi,  I am writing to request a transfer from my role as a physics teacher at Moonland High School, Jammu, to a similar position at your Pune branch.  I am getting married next month and would shift to Pune permanently.  I have thoroughly enjoyed teaching students here and I have learned a lot from the other faculty. I am confident in using my teaching experience to help students excel in the Pune school as well.  I wish to grow alongside the school. Thank you for considering my application. I am attaching my updated CV for your review.  Best Wishes,  Parag Chadha | |