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| **TRANSFER REQUEST LETTER** |
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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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| 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 |

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