

TEACHING JOB LETTER OF INTENT

(TRANSFER REQUEST)

Date: _____

RE: _____

Dear _____,

I, _____, am writing this Letter of Intent to notify the district that I am planning to continue teaching for the 20____ - 20____ school year, but would like to request a transfer to _____.

I believe that I will be an ideal candidate for this position due to my experience teaching

[List Relevant Teaching Experience]

Furthermore, the following degrees and extracurricular activities qualify me for this position: _____

[List Relevant Degrees and Other Experience]

Please contact me at _____ if you have any questions regarding my transfer request. I appreciate your time and consideration in reviewing this letter.

Sincerely,

Signature

Print Name

