

S A M P L E L E T T E R

Street Address

City, State, Zip

Date

Ms. Jamie Warren
Associate Superintendent for Human Resources
Buffalo Public Schools
65 Niagara Square
Room 720
Buffalo, New York 14202

Dear Ms. Warren,

I am a tenured teacher of (tenure area) currently assigned to (payroll school). I wish to request a transfer for the 2017-2018 school year.

Please advise me of all the available openings in my tenure area. My current home telephone is (-).

Yours Truly,

Your Name

OPTIONAL INCLUSIONS

1. I wish to have my transfer request kept confidential.
2. My cell phone number is (telephone number).
3. My personal email address is (email address).
4. During the summer recess, I can be reached at (telephone number) or (address).
5. I am particularly interested in the following assignments (list specifics).

OR

I am only interested in the following assignments (list specifics).

6. Any other information that will facilitate your request.