

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

Street Address

City, State, Zip

Date

**Tami Hollie-McGee  
Chief of Human Resources  
Buffalo Public Schools  
65 Niagara Square  
Room 720  
Buffalo, New York 14202**

Dear Ms. Hollie-McGee,

I am a tenured teacher of (tenure area) currently assigned to (payroll school). I wish to request a transfer for the 20\_\_-20\_\_ school year.

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

Yours Truly,

Your Name

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**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.

REQUESTS ARE DUE AND MUST BE POSTMARKED BY MARCH 23<sup>RD</sup> ANNUALLY