\_\_\_(Date)\_\_\_\_

**\_\_\_(Name of RD/SDS/ASDS)\_\_\_**

\_\_\_(Position title)\_\_\_\_

\_\_\_\_(Region/Division)\_\_\_\_\_

\_\_\_\_(Address)\_\_\_\_\_\_\_

Sir and or Madam:

This is relative to the approved request for transfer of **\_\_\_(Name of Transferee)\_,**\_\_\_(**position title**)\_\_of **\_\_\_(name of school)\_\_**, **Division of (name of division)** in that \_\_\_\_(**region/division)\_\_\_to \_\_\_(name of division where to transfer)\_\_.**

Attention is invited to the \_\_(**letter/indorsement approved**) dated **\_(date approved)\_\_** which is self-explanatory.

It is requested that **\_\_Ms. (family name of transferee)\_**be informed accordingly.

Very truly yours,

\_\_\_\_**(name of signatories)\_\_\_\_**

TEAHUB REF. NO.:

ROA/P