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

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

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

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

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

Sir and or Madam:

This is relative to the request for transfer of**\_\_\_(name of transferee)\_\_,\_\_\_(position title)**\_ of **\_\_(name of school)\_\_\_** in that **\_\_\_(division/region)\_\_**to \_\_\_(**name of division where to transfer )\_.**

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

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

Very truly yours,

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

Re: Denied request for transfer

TEAHUB REF. NO.:

ROA/P