

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Principal
Kendriya Vidyalaya Sangathan
[School Address]
[City, State, Zip Code]

Subject: Application for Transfer Request

Dear [Principal's Name],

I am writing to formally request a transfer from [Current KVS School Name] to [Desired KVS School Name]. I am currently employed as [Your Position] since [Start Date] and would like to relocate due to [mention reason briefly, e.g., personal, family, etc.].

I have thoroughly enjoyed my time at [Current KVS School Name] and value the experiences I have gained. However, due to [elaborate on reason if necessary], I believe that a transfer to [Desired KVS School Name] would be in the best interest of both my personal and professional development. I kindly request your support in facilitating this transfer at your earliest convenience. I am willing to cooperate with any procedures required for the transition.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Employee ID (if applicable)]