

SAMPLE REQUEST FOR TRANSFER LETTER

(Letterhead of School/District Hiring Authority or business format letter)
(include fax number)

Commander
Headquarters, U.S. Army Cadet Command
ATTN: ATCC-HS-IM
Fort Monroe, Virginia 23651-5000

Dear Sir:

Request approval to transfer the following named individual as a Junior ROTC Instructor from (school name) to (school name, city, state):

Retired Rank and full Name:

SSAN:

Date of Employment on an Army cost-shared basis:

Ending date of contract:

Rank/Name of previous incumbent:
Termination date:

(Signature of Hiring Authority)