

Enter the date

NAME of Superintendent

Superintendent of Schools

Smithfield Public Schools

49 Farnum Pike

Smithfield, RI 02917

Dear NAME of Superintendent,

I am writing to you regarding my preference for placement for the insert the school year here school year.

I would like to be considered for a insert specific grade/subject here teaching position that becomes available at insert specific school name here . Should there be no other positions that become available and are of interest to me, I will remain at my current assignment.

Should you have any questions, please feel free to contact me.

Sincerely,

Your Name

Cc: Executive Assistant to the Superintendent

President NEA Smithfield

Vice President NEA Smithfield