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| **TRANSFER REQUEST LETTER** | [Email] |
|  | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Sub:** Transfer Request Due to Family Problem

Dear Sir,

I am writing to inform you that my parents’ health condition is not good, and I am the only responsible person in my family to take care of them.

So, I am requesting you to please consider my job relocation request to the branch located in my native city.

It will be very helpful to me and also to my family members.

Waiting for your positive response on my transfer request.

Sincerely,

[Your Full Name]