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| **TRANSFER REQUEST LETTER** |

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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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| Dear Mr. Khanna,I am writing this letter to submit a request for transfer from my current position of Digital Marketer for the Indore office to a similar position at the Agra office due to some urgent personal reasons.In my nine years of tenure working for this organization, I have always adhered to the organization’s policy and have exceeded my yearly targets.I would take the same work ethic and enthusiasm to the Agra office.Thank you for considering my application. Please feel free to contact me at a time of your convenience.Yours Truly,Niti Kaur |

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