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| |  | | --- | | **TRANSFER REQUEST LETTER** |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | 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 | |