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

TO [Receiver Name] [Receiver Title]

Dear Mr. Bansal,

I am writing this letter to request a transfer from the Kolkata office to the New Delhi office. My daughter has recently gained admission to St John World School, New Delhi. Getting admission to this school is a matter of pride and an opportunity that cannot be missed.

 So, I request you to please allow me a transfer to our branch in New Delhi, as the new school session starts next month in June.

I am confident that you understand my position and would consider my request on priority. I am enclosing my updated CV for your review. I am hoping to hear a favorable response from you.

Yours Truly

Aman Sheikh