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

TO [Receiver Name] [Receiver Title]

Dear Mr. Patel,

I have been employed at Angel Investors, Hyderabad office, as a Customer Service Representative since 20XX. I wish to be transferred to the Manipur branch because my spouse has received a job opportunity in Manipur, which would begin two months from today.

I have thoroughly enjoyed working here and wish to continue my association with the company. I am ready to train or guide someone who would fill my position here.

I want to continue my career with the company. I am attaching my resume for your convenience. Your consideration of my transfer request is appreciated.

Regards,

Sumit Anand