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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. Bhatt,I am writing today to let you know about my interest in the role of a senior accountant at our Ahmedabad office. I want to submit my application and CV for this vacant job role.I firmly believe that my accounting skills make me a suitable candidate for that role. During my six-year tenure in this company, I have constantly worked hard to automate various accounting processes to streamline the business workflow. The company saved thousands of dollars because of the automation I suggested.Thank you for considering my application. I look forward to hearing from you.RegardsArvind Walker |

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