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

TO [Receiver Name] [Receiver Title]

Dear [Name of Person],

I am writing this letter as a formal request to transfer my position from ABC Office to a similar position at XYZ Office.

I am aware of the requirements of the job. I have maintained my position at this prestige organization for the past seven years. I look forward to working with the same enthusiasm in the new location.

You can reach me at 555-555-555 and my email address is lmn@email.com. I would be happy to answer queries and provide any information if necessary.

Thank you so much for considering my application.

Sincerely,

[Your Full Name]

[Your Signature]